

# **Texas Department of Health Funding Information Center 2004 Bibliography**



## **Library and Information Services Program**

**1100 W. 49<sup>th</sup> Street – Library Rm. T-404**

**Austin, TX 78756-3199**

**Toll free 1-888-963-7111 ext. 7684**

**(512) 458-7684 – Fax (512) 458-7683**

**[fundctr@tdh.state.tx.us](mailto:fundctr@tdh.state.tx.us)**

## Texas Department of Health Funding Information Center Bibliography

This bibliography is provided as a courtesy to our clients who wish to use our resource library which includes publications on public and private sources of funding, grantsmanship and fund-raising, nonprofit management, program planning and other topics related to public health funding.

### Borrower Policy

Before library materials can be checked out, the client must understand, sign and return a "Statement of Responsibility" form.

Clients may check-out up to **three** publications at a time for a **two-week** loan period and may not lend them to others. Reference publications must be used within the library and are **not** available for loan. Publications may be requested by telephone, fax or e-mail.

Austin clients are asked to pick up and return publications in person. Clients outside of Austin can receive publications by mail and are responsible for the cost of return postage and insurance. Clients will be held liable for returned uninsured shipments if lost in transit. A return label will be enclosed with the shipment. ***Clients are responsible for the replacement of any lost or damaged publications.***

Clients may renew their loan **one time** if no other clients have requested the materials. Borrowers are responsible for returning publications by the due date. Failure to return materials promptly may result in the loss of borrowing privileges.

**Texas Department of Health  
Funding Information Center  
1100 W. 49th Street, T-404  
Austin, TX 78756-3199  
Toll free 1-888-963-7111 ext. 7684  
Austin area: (512) 458-7684  
Fax: (512) 458-7683  
Business hours: 8:00 am - 5:00 pm (M-F)  
Email: [fundctr@tdh.state.tx.us](mailto:fundctr@tdh.state.tx.us)  
WWW: <http://www.tdh.state.tx.us/fic/default.htm>**

Clients may also want to contact their nearest Foundation Center Cooperating Collection for other resources. For more information on their services, contact:

Nonprofit Resource Center  
1926 Campus Court  
ACU Box 27842  
Abilene 79699 (325) 674-2803

Amarillo Area Foundation  
801 S. Fillmore, Suite 700  
Amarillo 79101 (806) 376-4521

Hogg Foundation for Mental Health  
Regional Foundation Library  
3001 Lake Austin Blvd., 4<sup>th</sup> Floor  
Austin 78703 (512) 471-5041

Beaumont Public Library  
Funding Information Center  
801 Pearl St.  
Beaumont 77704 (409) 838-6606 ext. 204

Corpus Christi Public Library  
805 Comanche St.  
Corpus Christi 78401 (361) 880-7000

Dallas Public Library  
Government Publications Division  
1515 Young St.  
Dallas 75201 (214) 670-1484

Southwest Border Nonprofit Resource Center  
1201 W. University Dr.  
Edinburg 78539 (956) 384-5920

Funding Information Center of Fort Worth  
329 S. Henderson  
Fort Worth 76104 (817) 334-0228

Houston Public Library  
500 McKinney Ave.  
Houston 77002 (832) 393-1537

Longview Public Library  
222 W. Cotton St.  
Longview 75601 (903) 237-1027

Lubbock Area Foundation, Inc.  
1655 Main St., Suite 209  
Lubbock 79401 (806) 762-8061

Nonprofit Resource Center of Texas  
7404 US Hwy 90 West  
San Antonio 78212 (210) 227-4333

Waco-McLennan County Library  
1717 Austin Ave.  
Waco 76701 (254) 750-5975

Nonprofit Management Center of Wichita Falls  
2301 Kell Blvd., Suite 218  
Wichita Falls 76308 (940) 322-4961

### ***101 Ideas for Volunteer Programs***

McCurley, Steve -Vineyard, Sue Downers Grove, IL: Heritage Arts, c1986

Call Number: HN 90 V64 M113 1986 FIC

ID Number: 9801360

Subject(s): Volunteerism

A collection of useful ideas and thoughts for volunteer programs. It is a place to start from, a place to browse in and finally a place to steal from.

### ***101 Tips for Volunteer Recruitment***

McCurley, Steve -Vineyard, Sue Downers Grove, IL: Heritage Arts, c1988

Call Number: HN 90 V64o M113 1988 FIC

ID Number: 9801363

Subject(s): Volunteerism

This book has a collection of useful ideas on planning & implementing volunteer recruitment programs.

### ***101 Ways to Raise Resources***

Vineyard, Sue -McCurley, Steve Downers Grove, IL: Heritage Arts, c1987

Call Number: HV 41 V782 1987 FIC

ID Number: 9801358

Subject(s): Fund-raising

This booklet offers ideas for planning, recruiting, screening, interviewing, training, supervising, staff relations, etc.

### ***37 Quick and Easy Tips You Can Use to Keep Your Customers***

Blackwood, NJ: Communication Publications and Resources, a division of Communication Briefings

Call Number: HF 5415.5 T422 1990 FIC

ID Number: 9801440

Subject(s): Communication

A small handbook packed with tips you can use right away to build your customer service skills.

### ***The 76 Most-Common Grammar Errors and How to Avoid Them***

Grazian, Frank Alexandria, VA: Communication Publications & Resources/Communication Briefings

Call Number: PE 1460 G69 1992 FIC

ID Number: 9801903

Subject(s): Communication

This booklet assists with grammar skills and writing.

### ***91 Proven Tips and Secrets for Winning Grant \$\$\$***

Arlington, VA:GIS : EFRC, c1987

Call Number: HG 177 A16 1987 FIC

ID Number: 9800231

Subject(s): Federal aid Proposal writing

A 53-page report covering federal funding research, resources, writing, and evaluation.

### ***Accent on Recognition: Saying Thank You to Donors and Volunteers***

Silver Springs, MD: Philanthropic Service for Institutions, c1991

Call Number: HN 90 V64 A169 1991 FIC

ID Number: 9801442

Subject(s): Volunteerism Fund-raising

This 76-page handbook reflects the importance of saying "thank you" to a donor that has given a gift to a nonprofit enterprise. The booklet provides dozens of examples of letters, certificates, mementos, and other items that can be used in making contributors feel appreciated.

### ***Action Handbook for Boards***

Masaoka, Jan Washington, DC: National Minority AIDS Council, c1995

Call Number: HD 2745 M394 1995 FIC

ID Number: 9806505

Subject(s): Nonprofit management

Explains the common responsibility and the structure of boards.

### ***The Adolescent & Young Adult Fact Book***

Simons, Janet -Finlay, Belva -Yang, Alice Washington, DC: Children's Defense Fund, c1991

Call Number: HQ 796 S4746 1991 FIC

ID Number: 9800912

Subject(s): Youth

Provides statistics on the realities of many adolescents entering adulthood poorly equipped to meet the responsibilities as parents, citizens, and members of the work force.

### ***Adolescent Pregnancy in the South: A Mandate for Leadership***

2nd ed. Washington, DC: Southern Regional Project on Infant Mortality, c1990

Call Number: HQ 759.4 A34 1990 FIC

ID Number: 9800911

Subject(s): Youth

Examines adolescent pregnancy prevention programming in the South (including Texas) - its successes and failures - and documents the need for continued efforts from leaders in our governor's offices, legislatures, school boards, and city councils.

### ***Adolescent Pregnancy Prevention: A Guidebook for Communities***

Brindis, Claire D. Palo Alto, CA: Health Promotion Resource Center, c1991

Call Number: WA 310 B858a 1991 FIC

ID Number: 9806748

Subject(s): Youth Social services

Community networks. Includes bibliographical references.

***Adolescents at Risk: Prevalence and Prevention***

Dryfoos, Joy G. New York: Oxford University Press, c1990

Call Number: HV 1431 D79 1990 FIC

ID Number: 9800913

Subject(s): Substance abuse Youth

A study that synthesizes the latest research and explores the complex problems of today's youth, focusing on four key areas: delinquency, substance abuse, teen pregnancy, and school failure.

***An Advocate's Guide to Fund Raising***

Ross, Roberta Washington, DC: Children's Defense Fund, c1990

Call Number: HV 41 R823 1990 FIC

ID Number: 9801426

Subject(s): Fund-raising

A report on starting a fund raising strategy. Provides basic information to readers who have no experience in fund raising, as well as useful reminders and information for more seasoned fund raisers.

***An Advocate's Guide to Improving Education***

Haycock, Kati -Alston, Denise Washington, DC: Children's Defense Fund, c1990

Call Number: LC 221 H38 1990 FIC

ID Number: 9801451

Subject(s): Social services Youth

This guide is designed to help people who care about children make the national education goals a reality in their communities. Includes a step-by-step plan for getting started, tools for assessing where communities stand in relation to the goals, tips on what to do to improve the standing, and suggestions on where to go for help.

***An Advocate's Guide to Using Data***

Simons, Janet -Jablonski, Donna M. Washington, DC: Children's Defense Fund, c1990

Call Number: HN 25 S549 1990 FIC

ID Number: 9801438

Subject(s): Social services

A booklet to help advocates who don't have a background in research or statistics learn to select, analyze, and present the data that will make their advocacy efforts effective.

***AIDS Benefits Handbook***

McCormack, Thomas P. Binghamton, NY: Yale University Press, c1990

Call Number: RC 607 A26 M38 1990 FIC

ID Number: 9806527

Subject(s): HIV-AIDS

A handbook on how to get social security, welfare, medicaid, medicare, food stamps, housing, drugs, and other benefits.

***AIDS Funding: A Guide to Giving by Foundations & Charitable Organizations***

4th ed. New York, NY: The Foundation Center, c1995

Call Number: HV 97 F771a 1995 FIC

ID Number: 9802891

Subject(s): Foundation funding HIV-AIDS

REFERENCE

This directory lists foundation, corporate, and other charitable support HIV/AIDS services and projects.

***AIDS Health Services at the Crossroads: Lessons for Community Care***

Weisfeld, Victoria D. Princeton, NJ: Robert Wood Johnson Foundation, c1991

Call Number: WC 503 1991 FIC

ID Number: 9806515

Subject(s): Evaluation - Program HIV-AIDS

A book on the story of nine projects in eleven cities across the United States and how they have tried to meet the challenge of AIDS. The examples will provide insight and guidance for other communities that will surely face similar challenges.

***AIDS Service Demonstration Programs: 3Year Report***

Aug. 1990 ed. Washington, DC: US Dept. of Health and Human Services, Public Health Service, c1990

Call Number: RA 644 A25 A288 1990 FIC

ID Number: 9806514

Subject(s): Evaluation - Program HIV-AIDS

A report on the first three years of the AIDS Service Demonstration Program in terms of program development, program operations, and program outcomes.

***AIDS Task Force Report: The AIDS Project***

Feb. 1989 ed. Portland, MA: United Way of Greater Portland, c1989

Call Number: RA 644 A288 1989 FIC

ID Number: 9806509

Subject(s): HIV-AIDS

A report of the AIDS Task Force on the specific recommendations to address the epidemic of HIV in Cumberland County.

***America's Nonprofit Sector: A Primer***

Salamon, Lester M. 2nd ed. New York, NY: The Foundation Center, c1999

Call Number: HV 91 S23 1999 FIC

ID Number: 9802823

Subject(s): Nonprofit management

This book provides a study of the scope, structure, and financing of the U.S. nonprofit world.

***Analysis of Texas Foundations***

7th ed. San Antonio, TX: Nonprofit Resource Center of Texas, c1998

Call Number: HV 97 AT4 N812a 1998 FIC

ID Number: 9802883

Subject(s): Corporate funding Foundation funding  
REFERENCE Texas

Details giving patterns and funding priorities of the top Texas foundations. Features grant and asset values of all foundations in each major city or region in Texas.

***The Art of Fund Raising: The Classic Primer Fully Revised, Updated and Expanded***

Warner, Irving R. 3rd ed. Rockville, MD: Fund Raising Institute, c1992

Call Number: HV 41 W35 1992 FIC

ID Number: 9806627

Subject(s): Fund-raising

Topics include: Goals and Costs, Constituencies, Lists, and Direct Mail, Why People Give, and much more. Includes index.

***The Art of Fund-Raising: What Every Health Care Trustee Needs to Know***

Bovich, Edward Hugh Chicago, IL: American Hospital Publishing, Inc., c1994

Call Number: RA 971.3 B68 1994 FIC

ID Number: 9802678

Subject(s): Fund-raising

Examines the charitable impulses that prompt people to give to others, where to find sources of philanthropic giving and how to organize for the efficient funding of charitable institutions.

***The Art of Planned Giving: Understanding Donors and the Culture of Giving***

White, Douglas E. New York, NY: John Wiley & Sons, Inc., c1995

Call Number: HV 41.9 U5 W48 1995 FIC

ID Number: 9803621, 9802819

Subject(s): Fund-raising

This book is on the unique and powerful force of philanthropy with regards to understanding donors and the culture of giving.

***The Art of Raising Money***

Smith, William J. New York: American Management Association, c1985

Call Number: HG 177 S64 1985 FIC

ID Number: 9800453

Subject(s): Fund-raising

Provides useful information for nonprofit organizations interested in increasing funding support. Covers the elements of a successful fund-raising campaign including specialized campaigns for hospitals.

***The Artful Journey: Cultivating and Soliciting the Major Gift***

Sturtevant, William T. Chicago : Bonus Books, c1997

Call Number: HV 41.2 S78 1997 FIC

ID Number: 9800899

Subject(s): Fund-raising Nonprofit management

This book is a step-by-step guide to ensuring major gifts.

***Assets & Options: A Rural Grantsmanship Education Program***

Walker, Mary Austin, TX: Health Care Options for Rural Communities, c1993

Call Number: RA 771.5 W182a 1993 FIC

ID Number: 9806507

Subject(s): Financial aid Grantsmanship Rural  
Provides rural communities and organizations with the knowledge and skills needed to access available state, federal, foundation and corporate funds to obtain, maintain and improve health care services.

***Background Papers on Drug Abuse Financing and Services Research***

Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, c1991

Call Number: WM 270 B126 1991 FIC

ID Number: 9806524

Subject(s): Substance abuse

Designed to disseminate current methodological developments and research findings support by National Institute on Drug Abuse (NIDA) regarding the drug abuse service delivery system.

***Balanced Scoreboard Step-by-Step for Government and Nonprofit Agencies*** / Niven, Paul R., Hoboken, NJ:

Wiley, c2003

Call Number: HD 62.6 N734 2003 FIC

ID Number: 9810891

Subject(s): Nonprofit management Evaluation - Program

The Balanced Scoreboard has provided decision-makers with a tool to monitor their organizations from four broad, yet interrelated perspectives, and focus on those measure that are most critical to achieving success. Public and nonprofit agencies can also reap the benefits of this tool by adapting the Scoreboard approach to their own goals and situations.

***Basic Tips for Grantees***

Silver Spring, MD: CD Publications, c2003

Call Number: HJ 275 B311t 2003 FIC

ID Number: 9810854

Subject(s): Grantsmanship

This guidebook offers advice collected from interviews, conferences and grant meetings covered by CD Publications editors and reporters, and designed to help you whether you have won a federal or a foundation grant.

***The Best Ideas in Time Management: How to Deal with Deadlines and Put Time to Work for You***

Gallagher, Donald R. Blackwood, NJ: Communication Briefings, c1993

Call Number: HD 69 T54 G34 1993 FIC

ID Number: 9801449

Subject(s): Nonprofit management

A practical and comprehensive collection of time-management ideas and techniques designed to help anyone get more from each workday.

***Beyond Banquets, Plaques & Pins: Creative Ways to Recognize Volunteers***

Vineyard, Sue Downers Grove, IL: Heritage Arts Publishing, c1989

Call Number: HF 5549.5 B573 V766 1989 FIC

ID Number: 9805382

Subject(s): Volunteerism

Examines the art and science of volunteer recognition and lists creative and motivational ideas for different settings and different types of volunteers. Includes bibliography.

***Beyond Fund Raising: New Strategies for Nonprofit Innovation and Investment***

Grace, Kay Sprinkel New York: J. Wiley, c1997

Call Number: HG 4027.65 G73 1997 FIC

ID Number: 9800460

Subject(s): Fund-raising Nonprofit management

A book for volunteers and people working with fund raising to go beyond fund raising and to understand and apply development principles.

***Big Gifts***

Williams, Jane M. Rockville, MD: Fund Raising Institute, c1991

Call Number: HV 41.9 U5 W724 1991 FIC

ID Number: 9802821

Subject(s): Fund-raising

Provides a step-by-step guide to interacting with major prospects, both on an ongoing basis and during a capital campaign.

***Black Tie Optional***

Freedman, Harry A. Rockville, MD: Fund Raising Institute, c1991

Call Number: HV 41.9 U5 F74 1991 FIC

ID Number: 9802352

Subject(s): Fund-raising

A useful guide in planning and producing successful special events for fund-raising.

***Board Assessment of the Chief Executive: A Responsibility Essential to Good Governance***

Nason, John W. Washington, DC: National Center for Nonprofit Boards, c1990

Call Number: HD 38.2 N37 1990 FIC

ID Number: 9800139

Subject(s): Nonprofit management

Provides direction to boards seeking to fulfill their responsibilities to assess their chief executives.

***The Board Member's Guide to Fund Raising***

Howe, Fisher San Francisco, CA: Jossey-Bass, Inc. c1991

Call Number: HV 41.9 U5 H68 1991 FIC

ID Number: 9802332

Subject(s): Fund-raising Nonprofit management

This book furnishes a clear description of the board's responsibility for fund raising. It provides helpful do's and don'ts, reveals where boards often go wrong, answers the most frequent questions raised by board members, and shows how individual trustees can personally support fund-raising efforts most effectively.

***The Board Member's Guide to Strategic Planning: A Practical Approach to Strengthening Nonprofit Organizations***

Howe, Fisher San Francisco: Jossey-Bass Publishers, c1997

Call Number: HD 62.6 H693 1997 FIC

ID Number: 9800156

Subject(s): Nonprofit management

A guide to putting strategic planning into perspective and preparing for and conducting strategic planning - organization, procedures, and design.

***Board Overboard: Laughs and Lessons for All But the Perfect Nonprofit***

O'Connell, Brian San Francisco: Jossey-Bass Publishers, c1996

Call Number: HD 62.6 O27 1996 FIC

ID Number: 9800221

Subject(s): Nonprofit management

A book for all board members and nonprofit executives. Includes lessons that may help produce a more effective board.

***Board Passages: Three Key Stages in a Nonprofit Board's Life Cycle***

Mathiasen, Karl III. Washington, DC: National Center for Nonprofit Boards, c1990

Call Number: HD 62.6 M431 1990 FIC

ID Number: 9801354

Subject(s): Nonprofit management

Provides key elements of forming and implementing governing boards, board member issues, and the various phases that boards and nonprofit organizations experience.

***Boardroom Verities: A Celebration of Trusteeship with Some Guides and Techniques to Govern By***

Panas, Jerold Chicago: Precept Press, c1991

Call Number: HD 2745 P187 1991 FIC

ID Number: 9801356

Subject(s): Nonprofit management

A book on trusteeship, board membership and the nonprofit field.

***The Board's Role in Effective Volunteer Involvement***

Ellis, Susan J. Washington, DC: National Center for Nonprofit Boards, c1995

Call Number: HD 62.6 E47 1995 FIC

ID Number: 9801445

Subject(s): Volunteerism Nonprofit management

Examines and challenges assumptions about volunteers, and provides guidelines for board members who wish to manage volunteers as they do other organizational resources.

***Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations***

Carver, John 2nd ed. San Francisco, CA: Jossey-Bass, Inc., c1997

Call Number: HD 2745 C37 1997 FIC

ID Number: 9806484

Subject(s): Nonprofit management

Provides information on board roles and functions that hamper dedicated board members. Includes new approaches to board job design, board-staff relationships, the chief executive role, performance monitoring, and virtually every aspect of the board-management relationship.

***Breaking New Ground: Developing Innovative AIDS Care Residences***

Lieberman, Betsy Chamberlain, Donald P. Seattle, WA: AIDS Housing of Washington, c1993

Call Number: WC 503 L716b 1993 FIC

ID Number: 9806485

Subject(s): HIV-AIDS

A resource for not just for HIV/AIDS housing providers it is also for other special needs housing providers as well.

***Building a Better Board***

Swanson, Andrew 2nd ed. Rockville: Fund Raising Institute, c1992

Call Number: HD 2745 S923 1992 FIC

ID Number: 9800225

Subject(s): Nonprofit management

Demonstrates how to define your board's role in strategic planning. Takes you step-by-step through the process of establishing the organization's mission and involving your board where necessary to meet that mission.

***Cash Now: A Manual of Twenty-Nine Successful Fundraising Events***

Franks, Aaron M. Franks, Norman E. Vancouver, British Columbia: Creative Fundraising, c1993

Call Number: HV 41.2 F73 1994 FIC

ID Number: 9801128

Subject(s): Fund-raising

Twenty-nine chapters with twenty-nine events fully describe and reveal how others have raised needed funds.

***Catalog of Federal Domestic Assistance***

36th ed. Washington, DC: U.S. Government Printing Office, c2002

Call Number: HC 110 P63 A55 2002 FIC

ID Number: 9803623

Subject(s): Federal aid REFERENCE

A reference guide detailing 1,458 assistance programs administered by 63 federal agencies. Indexed.

***Challenges for the Future: Coordinating HIV/AIDS Care and Services in the Next Decade***

Rancho Cordova, CA: Sierra Health Foundation, c1992

Call Number: RA 606 A7 C437 1992 FIC

ID Number: 9806503

Subject(s): HIV-AIDS

Provides a broader and more complete understanding of the evolving concept of case management in the treatment of HIV/AIDS, including its potential benefits and possible limitations.

***Changing Demographics: Fund Raising in the 1990s: Using Demographics and Psychographics to Improve Your Fund Raising Efforts***

Nichols, Judith E. Chicago: Bonus Books, c1990

Call Number: HV 41.9 U5 N53 1990 FIC

ID Number: 9800900

Subject(s): Fund-raising

Provides information on the most effective ways to reach the emerging donor groups including baby boomers, working women, Hispanics, and older Americans.

***The Chief Executive's Role in Developing the Nonprofit Board***

Axelrod, Nancy R. Washington, DC: National Center for Nonprofit Boards, c1988

Call Number: HD 62.6 A94 1988 FIC

ID Number: 9802815

Subject(s): Nonprofit management

A booklet to help chief executives consider specific strategies for developing and working effectively with their governing boards.

***Chronic Care in America: A 21st Century Challenge***  
Princeton, NJ: Robert Wood Johnson Foundation,  
c1996

Call Number: RA 644.6 C47 1996 FIC

ID Number: 9802812

Subject(s): Social services

An overview of a growing issue facing the nation: how to provide appropriate health care and related social services to people living with chronic health conditions.

***Collaborating: Finding Common Ground for Multiparty Problems***

Gray, Barbara San Francisco CA: Jossey-Bass, c1989

Call Number: HD 30.29 G73 1989 FIC

ID Number: 9800141

Subject(s): Collaborations

Describes how collaboration can help organizations join forces, pool information, and reach mutually satisfying long-term agreements.

***Collaboration: What Makes it Work***

Mattessich, Paul W. Monsey, Barbara R. 2nd ed. St. Paul, MN : Amerst H. Wilder Foundation, c2001

Call Number: HM 131 M347 2001 FIC

ID Number: 9800491

Subject(s): Collaborations

Offers important, accessible information to anyone who wants to start a collaborative effort or enhance one in progress.

***Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey***

Winer, Michael Barry Ray, Karen Louise St. Paul MN: Amherst H. Wilder Foundation, c1994

Call Number: HD 66 W557 1994 FIC

ID Number: 9800142

Subject(s): Collaborations

Helps work groups learn about creating, sustaining, and enjoying new ways of working together to achieve results.

***Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference***

Chrislip, David D. Larson, Carl E. San Francisco, CA: Jossey-Bass, Inc., c1994

Call Number: JS 323 C48 1994 FIC

ID Number: 9802441

Subject(s): Collaborations

Provides answers to three major challenges facing communities: how to deal with complex issues, how to engage frustrated and angry citizens, and how elected officials and other civic leaders can generate the civic will to break legislative and bureaucratic gridlock.

***College Student's Guide to Merit and Other No-need Funding 1996-1998***

Schlachter, Gail A. Weber, R. David San Carlos, CA: Reference Service Press, c1996

Call Number: LB 2337.2 S34 1996 FIC

ID Number: 9801207

Subject(s): Financial aid

A directory of merit scholarships and other no-need funding programs set aside just for college students. Also includes state sources of educational benefits and recommended financial aid resources.

***Communicating Effectively: 300+ Ideas That Work***

Pitman, NJ: Communications Briefings, c1986

Call Number: HD 30.3 C734 1986 FIC

ID Number: 9802793

Subject(s): Communication

A booklet of twenty-one special reports to help you become a better communicator.

***Community Assessment, Health Care and You: A Handbook for the Concerned Rural Texas***

Walker, Mary Rev. ed Austin, TX: Health Care Options for Rural Communities, c1992

Call Number: RA 771.6 T4 W182c 1992 FIC

ID Number: 9806498

Subject(s): Evaluation - Program Rural Texas

A handbook on the assessment of your community's health care and community development. Provides a basis for a specific concrete plan of action.

***Community Care for Homeless Families: A Program Design Manual***

Rockville, MD: The Better Homes Foundation, c1990

Call Number: HV 4503 C734 1990 FIC

ID Number: 9806496

Subject(s): Homeless

Topics include: family homelessness, providing family-oriented care to the homeless, community-based program development, and the process of designing and implementing programs for the homeless.

***Community-Based AIDS Prevention Among Intravenous Drug Users and Their Sexual Partners: The Many Faces of HIV Disease***

Bethesda, MD: NOVA Research Company, c1990

Call Number: RA 644 A25 C734 1990 FIC

ID Number: 9806510

Subject(s): Evaluation - Program HIV-AIDS

Substance abuse

Consist of papers presented at the Second Annual NADR National Meeting. Serves as a guide for researchers, service providers, and community organizers involved in the prevention of HIV infection and AIDS and the prevention and treatment of substance abuse.



***The Complete Book of Model Fund-raising Letters***

Kuniholm, Roland Englewood Cliffs, NJ: Prentice Hall, c1995

Call Number: HG 177 K86 1995 FIC

ID Number: 9806428

Subject(s): Fund-raising Nonprofit management

Provides a collection of over 350 sample letters and models, plus excerpts. Letters include: fund-raising from nominations to membership, protests, petitions, foundation, corporate requests, and letters to board members, employees, volunteers and activists.

***The Complete Guide to Fund-raising Management***

Weinstein, Stanley New York, NY: John Wiley & Sons, Inc., c1999

Call Number: HV 41.9 U5 W46 1999 FIC

ID Number: 9805146

Subject(s): Fund-raising

This how-to book will specifically meet the needs of professional and volunteer fundraisers. Includes a disk with sample forms, checklists, and innovative grids that will help you plan and execute successful fund-raising campaigns.

***The Complete Guide to Getting a Grant: How to Turn Your Ideas into Dollars***

Blum, Laurie Rev. ed. New York, NY: Wiley & Sons, Inc., c1996

Call Number: HV 41.9 U5 B58 1996 FIC

ID Number: 9806432

Subject(s): Grantsmanship Fund-raising

Provides details on shaping your idea to attract funding, preparing your funding campaign from research and organization to budgeting and marketing, to writing your proposal and much more.

***The Complete Guide to Nonprofit Management***

Wilbur, Robert H. 2nd ed. New York: John Wiley & Sons, c2000

Call Number: HD 62.6 C737 2000 FIC

ID Number: 9808364

Subject(s): Nonprofit management

Provides real-life examples of nonprofit professional and trade associations that have successfully expanded their services and developed new sources of revenue to support these services. Includes index.

***The Complete Guide to Planned Giving***

Ashton, Debra. 2nd ed. Cambridge, MA : JLA Publications, c1988

Call Number: HV 41.9 U5 A828 1991 FIC

ID Number: 9800203

Subject(s): Fund-raising Nonprofit management

Book contains suggestions for conducting planned giving campaigns detailed explanations of the choices open to persons who wish to make requests and numerous sample documents.

***Conducting a Successful Capital Campaign***

Dove, Kent E. 2nd ed. San Francisco, CA: Jossey-Bass, c2000

Call Number: HG 177.5 U6 D68 2000 FIC

ID Number: 9806430

Subject(s): Fund-raising Nonprofit management

Discusses the fundamental issues and challenges that must be met if a capital campaign is to achieve success. Includes illustrations.

***Conflict Resolution Education: A Guide to Implementing Programs in Schools, Youth-serving Organizations, and Community and Juvenile Justice Settings***

Crawford, Donna Bodine, Richard Washington, DC: Office of Juvenile Justice and Delinquency Prevention, U.S. Dept. of Justice : Office of Elementary and Secondary Education, U.S. Dept. of Education, c1996

Call Number: HM 136 C898 1996 FIC

ID Number: 9801226

Subject(s): Youth

A guidebook developed for educators, juvenile justice practitioners, and others in youth-serving organizations to raise awareness of conflict resolution education and its potential to help settle disputes peacefully in a variety of settings.

***Corporate Foundation Profiles***

12th ed. New York, NY: The Foundation Center, c2002

Call Number: HV 97 F771c 2002 FIC

ID Number: 9802892

Subject(s): Corporate funding Foundation funding

REFERENCE

Provides detailed analytical profiles of company-sponsored foundations that were profiled in the 2001/2002 edition of "The Foundation 1000".

***Corporate Giving Directory***

25th ed. Farmington Hills, MI: The Taft Group, Inc., c2004

Call Number: HV 97 A3 T29 2004 FIC

ID Number: 9801228

Subject(s): Corporate funding REFERENCE

Provides detailed profiles of more than 1,000 of the largest corporate charitable giving programs in the United States.

***Creating and Implementing Your Strategic Plan: A Workbook for Public and Nonprofit Organizations***

Bryson, John M. San Francisco CA: Jossey-Bass Publishers, c1996

Call Number: HD 30.28 B788 1996 FIC

ID Number: 9800140

Subject(s): Nonprofit management

This workbook presents an overview of the strategic planning and implementation process and the benefits gained by using it.

***Creating and Renewing Advisory Boards: Strategies for Success***

Axelrod, Nancy R. Washington, DC: National Center for Nonprofit Boards, c1990

Call Number: HD 62.6 A969 1990 FIC

ID Number: 9801351

Subject(s): Nonprofit management

Prepared for those who work with or serve on advisory boards, and are either contemplating the creation of a new advisory structure, or deciding whether to restructure an ineffective one.

***Cultural Competence for Evaluators***

Rockville, MD: Office of Substance Abuse Prevention, c1992

Call Number: HV 5825 C84 1992 FIC

ID Number: 9802898

Subject(s): Evaluation - Program Substance abuse

A book on the promotion, development, and examines the issue of cultural competence for substance abuse program evaluations as it relates to African American, Hispanic, American Indian, Alaska Native and Asian/Pacific Islander American communities.

***Dear Friend: Mastering the Art of Direct Mail Fund Raising***

Lautman, Kay Partney Goldstein, Henry 2nd ed.

Rockville, MD: Fund Raising Institute, c1991

Call Number: HG 177 L378 1991 FIC

ID Number: 9800451

Subject(s): Fund-raising Communication

Describes the basics of costs, budgets, and schedules through sophisticated testing techniques and the use of direct mail to enhance major gift acquisitions. Includes examples of winning campaigns.

***Demystifying Grant Seeking: What You Really Need To Do To Get Grants***

Brown, Larissa Golden Brown, Martin John San

Francisco: Jossey-Bass, c2001

Call Number: HG 177 B878 2001 FIC

ID Number: 9809606

Subject(s): Grantsmanship Fund-raising Proposal writing

This book clearly defines the principles that underline a successful grant-seeking process. Includes bibliographical references and index

***Designs for Fund-raising***

Seymour, Harold J. 2nd ed. Ambler, PA: Fund-

Raising Institute, c1988

Call Number: HV 41 S396 1988 FIC

ID Number: 9800895

Subject(s): Fund-raising

This reprint of the 1996 fund-raising classic discusses the principles, patterns, and techniques of philanthropic fund-raising.

***Directory of Biomedical and Health Care Grants***

Miner, Jeremy T. Miner, Lynn E. 15th ed. Phoenix, AZ: Oryx Press, c2001

Call Number: R 850 D598 2001 FIC

ID Number: 9807584

Subject(s): Foundation funding Grantsmanship

REFERENCE

Provides as a resource to more than 3,000 funding programs concerned with human health and biomedicine.

Includes indexes.

***Directory of Building and Equipment Grants***

Eckstein, Richard M. 5th ed. Loxahatchee, FL:

Research Grant Guides, c1999

Call Number: HG 4027.65 D598 1999 FIC

ID Number: 9807082

Subject(s): Foundation funding Grantsmanship

Includes index

***Directory of Computer and High Technology Grants***

Eckstein, Richard M. 4th ed. Loxahatchee, FL:

Research Grant Guides, c1999

Call Number: HG 177.5 U6 D598 1999 FIC

ID Number: 9810069

Subject(s): Grantsmanship Fund-raising

A directory of information necessary to begin your funding search and describes the step-by-step processes through which ideas become funded grants. Includes index

***Directory of Dallas County Foundations***

Herfurth, Sharon Fagg, Karen 4th ed. Dallas, TX:

Grants Information Service, Dallas Public Library, c1984

Call Number: HV 97 AT4 D145d 1997 FIC

ID Number: 9801875

Subject(s): Texas Foundation funding Grantsmanship

REFERENCE

An updated directory on 421 private foundations located in Dallas County and the cities of McKinney and Plano. This directory will allow grantseekers an opportunity to research possible funding sources in the Dallas County area.

***Directory of Financial AIDS for Women***

Schlachter, Gail A. Santa Barbara, CA: Reference

Service Press, c1995

Call Number: LB 2338 S338d 1995 FIC

ID Number: 9809177

Subject(s): Financial aid Grantsmanship HIV-AIDS Women

Includes index

***Directory of Grants for Organizations Serving People with Disabilities***

11th ed. Loxahatchee, FL: Research Grant Guides, c2000

Call Number: HV 1553 D598 2000 FIC

ID Number: 9807104

Subject(s): Grantsmanship Foundation funding

A directory of more than 700 foundations awarding grants to nonprofit organizations.

***Directory of Operating Grants***

Eckstein, Richard M. 7th ed. Loxahatchee, FL: Research Grant Guides, c2003

Call Number: HV 97 A3 D598 2003 FIC

ID Number: 9807083

Subject(s): Grantsmanship Foundation funding

Includes index

***Directory of Program Grants***

Eckstein, Richard M. 2nd ed. Loxahatchee, FL: Research Grant Guides, c2002

Call Number: HV 97 A3 D598p 2002 FIC

ID Number: 9810197

Subject(s): Grantsmanship Foundation funding

Assists fund-raisers seeking grants for program related purposes. Includes index

***Directory of Tarrant, Denton, Wise, Parker, Hood & Johnson County Grantmakers***

9th ed. Fort Worth, TX: Funding Information Center, c2003

Call Number: HV 97 AT4 F444t 2003 FIC

ID Number: 9802826

Subject(s): REFERENCE Texas Foundation funding

Provides an overview of philanthropic activities of foundations and grantmaking organizations in Fort Worth and surrounding counties.

***Directory of Texas Foundations***

22nd ed. San Antonio, TX: Nonprofit Resource Center of Texas, c2003

Call Number: HV 97 AT4 N812d 2003 FIC

ID Number: 9802825

Subject(s): Foundation funding Grantsmanship REFERENCE Texas

Contains descriptive information on 2,335 of the 3,519 private and community foundations located in Texas. Includes a correction supplement.

***Doing Planned Giving Better***

Schoenhals, G. Roger. ed. Seattle, WA: Planned Giving Today, c1997

Call Number: HV 41.9 U5 S36d 1997 FIC

ID Number: 9802340

Subject(s): Nonprofit management Fund-raising

Provides practical ideas for the person working with an existing planned giving program. Program development and priorities are the focus.

***The Drucker Foundation Self-Assessment Tool: Process Guide***

Stern, Gary J. Rev. ed. New York: Drucker Foundation; San Francisco: Jossey-Bass, c1999

Call Number: HD 62.6 S745 1999 FIC

ID Number: 9805538

Subject(s): Nonprofit management

A guide to developing clear goals, refining the mission, field projects, programs, and developing a working plan of action in an organization. Includes bibliographical references and participant workbook.

***Drug Prevention Curricula: A Guide to Selection and Implementation***

Washington, DC: Office of Educational Research and Improvement, U.S. Dept. of Education, c1988

Call Number: HV 5825 D794 1988 FIC

ID Number: 9806486

Subject(s): Substance abuse

A guide for educators to seek the best ways to teach about dangerous and addictive substances. This guide will deliver specific information about the areas of drug prevention as they are taught in the classroom.

***Dynamic Fund Raising Projects***

Arledge, Rick Friedman, David F. Chicago: Precept Press, c1992

Call Number: HG 177 A723d 1992 FIC

ID Number: 9801901

Subject(s): Fund-raising

Describes tested and reliable fund-raising ideas that are workable and profitable.

***Effective Evaluation: A Systematic Approach for Grantseekers and Project Managers***

Gershowitz, Michael V. Alexandria, VA: Capitol Publications, c1993

Call Number: H97 G381e 1993 FIC

ID Number: 9800086

Subject(s): Nonprofit management Evaluation - Program

Outlines four vital components of project evaluation, conceptual, managerial, technical and political aid. Shows how to combine them into a comprehensive system for evaluation management.

***The Effective Grant Office: Streamlining Grants Development and Management***

Ferguson, Jacqueline Alexandria, VA: Capitol Publications, c1994

Call Number: HG 176.7 F47 1994 FIC

ID Number: 9800234

Subject(s): Grantsmanship

Outlines ways your office can achieve the grants mission and ensure that your own grants efforts will run smoothly, generate ideas, have enthusiasm and achieve the success and growth your organization needs.

***The Effective Nonprofit Board: Responsibilities & Recruitment***

Zimmerman, Robert San Francisco, CA: Zimmerman-Lehman, c1998

Call Number: HG 177 Z72e 1998 FIC

ID Number: 9805543

Subject(s): Fund-raising Nonprofit management

Provides a comprehensive look on how to develop a strategic plan, directors' and volunteers' role in fundraising, legal requirements, and more.

***Ending The HIV Epidemic: Community Strategies in Disease Prevention and Health Promotion***

Petrow, Steven Santa Cruz, CA: Network Publications, San Francisco AIDS Foundation, c1990

Call Number: RA 644 A25 E53 1990 FIC

ID Number: 9802820

Subject(s): HIV-AIDS

Designed for public health leaders, community organizers, policymakers, community-based agency directors and health educators the most accurate information about developing prevention strategies to reduce the spread of HIV in communities throughout this nation.

***Ethics in Grantmaking & Grantseeking: Making Philanthropy Better***

Josephson, Michael Marina del Rey, CA: Joseph & Edna Josephson Institute of Ethics, c1992

Call Number: HV 41 J83 1992 FIC

ID Number: 9801441

Subject(s): Fund-raising Corporate funding Grantsmanship

Examines the ethical problems created or faced by those committed to improving society through their philanthropic, nonprofit efforts.

***Evaluating Comprehensive Community Change***

Annie E. Casey Foundation Nov. 1998 ed. Baltimore, MD: The Annie E. Casey Foundation, c1998

Call Number: HV 97 E92 1998 FIC

ID Number: 9805383

Subject(s): Evaluation - Program

A report on the research and evaluation of critical and comprehensive reform strategies of the Annie E. Casey Foundation.

***Evaluation Essentials for Small Private Foundations***

Castle, Alfred L. Washington, DC: Council on Foundations, c1991

Call Number: HV 97 A3 C37 1991 FIC

ID Number: 9802778

Subject(s): Corporate funding Foundation funding

This booklet is intended to help small foundations effectively evaluate grant proposals/requests and funded grant programs. Gives the basic tenets of effective evaluation.

***An Evaluation Report on the Drug Alliance Program: Activities in Neighborhood-Based Illicit Drug Abuse Prevention***

Washington, DC: Action, Office of Policy Research and Evaluation, Program Analysis and Evaluation Division, c1993

Call Number: HV 5825 E92 1993 FIC

ID Number: 9806549

Subject(s): Evaluation - Program Substance abuse

An evaluation of the Community and Neighborhood Drug Offensive (CAN-DO) initiative. Examines three general areas: 1) the nature and quality of the implementation of the initiative; 2) the effectiveness of CAN-DO in recruiting, retaining, and positively influencing volunteers; and 3) the impact of the initiative on the site neighborhoods in reducing drug abuse.

***Evaluation with Power: A New Approach to Organizational Effectiveness, Empowerment, and Excellence***

Gray, Sandra T. San Francisco: Jossey-Bass, c1998

Call Number: HD 58.9 G724 1998 FIC

ID Number: 9806311

Subject(s): Nonprofit management

Provides the support and guidance nonprofit professionals need to make evaluation part of their everyday work. Focuses on key organizational areas including program design, human resource management, information systems, volunteers, fund-raising, and more.

***Everything You Wanted to Know About The NCI Grants Process But were Afraid to Ask***

Buscher, Leo F. Rev. Apr. 1998 ed. Bethesda, MD: US Dept. of Health and Human Services, Public Health Service, National Institutes of Health, c1998

Call Number: QZ 206 B917 1998 FIC

ID Number: 9801218

Subject(s): Federal aid Grantsmanship

Gives a general description of how a grant is awarded and administered in the National Cancer Institute. It provides helpful resources and references.

***The Executive's Guide to Successful Presentations***

Pitman, NJ: Communication Publications and Resources, c1989

Call Number: PN 4192 P976 1989 FIC

ID Number: 9801881

Subject(s): Communication

A guide to making presentations to any audience to sell or evaluate new ideas, products or services; to explain policies and actions; to train employees; and more.

***Extent and Adequacy of Insurance Coverage for Substance Abuse Services: Institute of Medicine Report: Treating Drug Problems***

Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, c1992

Call Number: WM 270 E96a 1992 FIC

ID Number: 9806525

Subject(s): Substance abuse Evaluation - Program  
Information on studies conducted in the evolution, effectiveness, and financing of public & private drug treatment systems.

***Federal Funding Opportunities Under the Clinton Administration: Special Report***

Chang, Cian Hayes, Lisa L. Williams, Jeanne M. ed.  
Arlington, VA: Government Information Services, c1993

Call Number: HC 106.8 F43 1993 FIC

ID Number: 9800138

Subject(s): Federal aid

Provides an in-depth analysis of the Clinton administration's funding proposals that relate to federal grant programs, as they have been presented up to the publication date of the report.

***Federal Funding to Fight AIDS: A Guide to Federal Grants to Battle the Epidemic***

McAuliffe, Amy Arlington, VA: Government Information Services, c1992

Call Number: R 362.19697 M119f 1992 FIC

ID Number: 9802775

Subject(s): Federal aid HIV-AIDS

Examines the nearly \$2.0 billion in AIDS-related federal grant programs, as well as three major private foundation initiatives for AIDS. It provides detailed agency descriptions, as of 1992, of priority funding areas and specific AIDS programs.

***Financial and Accounting Guide for Not-for-Profit Organizations***

Gross, Malvern J. 6th ed New York: Wiley, c2000

Call Number: HF 5686 N56 G76 2000 FIC

ID Number: 9800324

Subject(s): Nonprofit management

A comprehensive guide on the special problems encountered in nonprofit accounting. Topics include financial reporting and meeting federal and state reporting requirements. Annual supplements.

***Financial and Accounting Guide for Not-for-Profit Organizations: 2001 Cumulative Supplement***

Gross, Malvern J. 6th ed New York: Wiley, c2000

Call Number: HF 5686 N56 G76 2000 FIC

ID Number: 9801254

Subject(s): Nonprofit management

A comprehensive guide on the special problems encountered in nonprofit accounting.

***Financial and Strategic Management for Nonprofit Organizations***

Bryce, Herrington J. 2nd ed. Englewood Cliffs, NJ: Prentice Hall, c1992

Call Number: HD 62.6 B78 1991 FIC

ID Number: 9800153

Subject(s): Nonprofit management

Contains up-to-date guidelines on planning, budgeting and accounting, deferred giving, leadership, employee benefits, cost control, cash management, marketing, risk management and legal considerations.

***Financial Planning for Nonprofit Organizations***

Blazek, Jody New York: J. Wiley, c1996

Call Number: HG 4027.65 B55 1996 FIC

ID Number: 9800459

Subject(s): Nonprofit management

Provides practical, proven strategies to safeguard your nonprofit organizations financial future. Covers major functional issues in financial planning: administration, roles and responsibilities, budgeting, asset management, and internal controls.

***Financial Responsibilities of Nonprofit Boards***

Lang, Andrew S. Rev. ed. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G7211 2003 FIC

ID Number: 9810789

Subject(s): Nonprofit management

This is Book 2 of the Governance Series.

Provides information on financial issues board members should address, systems that protect nonprofit organizations, major financial roles in nonprofits, understanding the financial condition, and dealing with the outside financial world. Includes index.

***Finding Funding: The Comprehensive Guide to Grant Writing***

Barber M., Daniel 2nd ed. Long Beach, CA: Bond Street Publishers, c2002

Call Number: HG 177.5 U6 B234f 2002 FIC

ID Number: 9810070

Subject(s): Fund-raising Grantsmanship Proposal writing

A resource on "How To" find funds from government, foundations and corporations. Updated with samples of successful proposals and how to use the internet to find funding sources and joint projects. Includes index

***First Steps in Starting a Foundation***

Edie, John A. 3rd ed. Washington, DC: Council on Foundations, c1987

Call Number: KF 740 Z9 E35 1993 FIC

ID Number: 9801876

Subject(s): Grantsmanship Foundation funding

A basic tool for understanding the options and issues available to entities wishing to setup a foundation.

***Five Most Important Questions You Will Ever Ask  
About Your Nonprofit Organization: Participant's  
Workbook***

Drucker, Peter F. San Francisco: Jossey-Bass  
Publishers, c1993

Call Number: HD 62.6 D777 1993 FIC

ID Number: 9801206

Subject(s): Nonprofit management

Presents a process for organizational self-assessment,  
by addressing basic questions.

***Fostering Volunteer Programs in the Public Sector:  
Planning, Initiating, and Managing Voluntary  
Activities***

Brudney, Jeffrey L. San Francisco: Jossey-Bass, c1990

Call Number: HN 90 V64 B78 1990 FIC

ID Number: 9800908

Subject(s): Volunteerism

Shows how volunteer programs can enhance the quality  
and impact of government services. Three parts  
include: 1) understanding public sector volunteer  
programs - costs, benefits, and pitfalls; 2) building  
effective volunteer programs; and 3) promoting  
voluntary efforts.

***The Foundation 1000***

2002/2003 ed. New York, NY: The Foundation  
Center, c2002

Call Number: HV 97 F7711 2002 FIC

ID Number: 9802893

Subject(s): REFERENCE Corporate funding  
Foundation funding

Includes 1,000 foundation profiles in alphabetical  
sequence. Presents detailed subject, geographic,  
population group, recipient type, and type of support  
analyses.

***The Foundation Center's Guide to Proposal Writing***

Geever, Jane C. 3rd ed. New York: Foundation  
Center, c2001

Call Number: HG 177.5 U6 G298f 2001 FIC

ID Number: 9809607

Subject(s): Foundation funding Grantsmanship  
Proposal writing

A book that includes information on pre-proposal  
planning tips, sample proposals, and grantmaker  
guidance. Includes bibliographical references.

***The Foundation Center's User-friendly Guide: A  
Grantseeker's Guide to Resources***

Morth, Margaret Collins, Sarah New York: The  
Foundation Center, c1996

Call Number: HV 41.2 F771 1996 FIC

ID Number: 9809609

Subject(s): Foundation funding Grantsmanship  
Proposal writing

Includes bibliographical references

***The Foundation Directory***

25th ed. New York, NY: The Foundation Center,  
c2003

Call Number: HV 97 F771d 2003 FIC

ID Number: 9802887

Subject(s): REFERENCE Corporate funding  
Foundation funding

Provides access to the funding interests of major  
foundations by subject area, geographic focus, and  
types of support.

***The Foundation Directory Part 2***

2003 ed. New York, NY: The Foundation Center,  
c2003

Call Number: HV 97 F771d 2003 FIC

ID Number: 9802888

Subject(s): REFERENCE Corporate funding  
Foundation funding

This 2nd part to the Foundation Directory also provides  
access to the funding interests of major foundations by  
subject area, geographic focus, types of support, and the  
types of organizations that receive grants.

***The Foundation Directory Supplement***

New York, NY: The Foundation Center, c2003

Call Number: HV 97 F771d 2003 FIC

ID Number: 9802889

Subject(s): Corporate funding Foundation funding  
REFERENCE

Provides complete, revised entries for foundations that  
have reported substantial changes in personnel, name,  
address, program interests, limitations, application  
procedures or other areas by the midpoint of the yearly  
"Foundation Directory" cycle.

***Foundation Fundamentals: A Guide for Grantseekers***

Johnson, Pattie J. Morth, Margaret 6th ed. New  
York: The Foundation Center, 1999

Call Number: HV 41.9 U5 F771 1999 FIC

ID Number: 9807381

Subject(s): Grantsmanship Foundation funding  
Includes bibliographical references.

***Foundation Giving Trends: Update on Funding  
Priorities***

New York: Foundation Center, c2003

Call Number: HV 97 L423f 2003 FIC

ID Number: 9806747

Subject(s): Corporate funding Foundation funding  
Includes bibliographical references.

***The Foundation Grants Index - Quarterly***

New York, NY: The Foundation Center, c2000

Call Number: HV 97 F771q 2000 FIC

ID Number: 9802884

Subject(s): REFERENCE Corporate funding  
Foundation funding

A quarterly supplement to the "Foundation Grants Index 2000" directory providing a current awareness service designed to provide timely information on private independent, company-sponsored, and community foundation grants.

***The Foundation Grants Index***

29th ed. New York, NY: The Foundation Center, c2000

Call Number: HV 97 F771i 2001 FIC

ID Number: 9802822

Subject(s): REFERENCE Corporate funding  
Foundation funding

Provides access to the funding interests of major foundations by subject area, geographic focus, types of support, and the types of organizations that receive grants. Includes quarterly index.

***Foundation Grants to Individuals***

13th ed. New York, NY: The Foundation Center, c2003

Call Number: HV 97 F771g 2003 FIC

ID Number: 9802885

Subject(s): Corporate funding Foundation funding  
REFERENCE

The most comprehensive listing available of private U.S. foundations that provide financial assistance to individual.

***Foundation Growth and Giving Estimates***

Renz, Loren Lawrence, Steven New York, NY: The Foundation Center, c2003

Call Number: HV 97 A3 R424f 2003 FIC

ID Number: 9809837

Subject(s): Corporate funding Foundation funding  
A listing of giving estimates based on figures reported by more than 762 large and mid-size independent, corporate, and community foundations combined with year-end fiscal indicators.

***Foundation Reporter***

35th ed. Detroit, MI: Taft Group, c2003

Call Number: HV 97 T124r 2003 FIC

ID Number: 9801120

Subject(s): Corporate funding Foundation funding  
REFERENCE

Provides detailed information on about 1,000 of the leading private foundations. Indexed.

***Foundation Reporting: Update on Public Reporting Trends of Private and Community Foundations***

New York: Foundation Center, c2003

Call Number: HV 85 L423f 2003 FIC

ID Number: 9808226

Subject(s): Corporate funding Foundation funding

***Foundation Staffing: Update on Staffing Trends of Private and Community Foundations***

Atienza, Josefina New York: The Foundation Center, c2003

Call Number: HD 62.6 L423f 2003 FIC

ID Number: 9808177

Subject(s): Nonprofit management Foundation funding  
Includes bibliographical references.

***Foundation Yearbook: Facts and Figures on Private and Community Foundations***

Lawrence, Steven Gluck, Robin Ganguly, Dia New York: Foundation Center, c2003

Call Number: HV 97 L423y 2003 FIC

ID Number: 9807305

Subject(s): Foundation funding Corporate funding  
Includes bibliographical references.

***From Idea to Funded Project: Grant Proposals That Work***

Belcher, Jane C. Jacobsen, Julia M. 4th ed. Phoenix, AR: The Oryx Press, c1992

Call Number: LB 2336 B43 1992 FIC

ID Number: 9802620

Subject(s): Grantsmanship Proposal writing  
Discusses how institutions, and the individuals who make up those institutions, create and develop ideas. It ensures the continuous involvement of all individuals who will be affected by the idea or who can influence its development, and provides a continuous, step-by-step evaluative process.

***The Fund Raiser's Guide to Successful Campaigns***

Bayley, Ted D. New York: McGraw-Hill, c1988

Call Number: HV 41.9 U5 B39 1988 FIC

ID Number: 9800901

Subject(s): Fund-raising  
Covers fundraising campaigns from planning to implementation. Shows how to understand who gives money away and why; make a personal solicitation; organize to raise money; use the 10 principals for successful fund raising; raise money through special events; solicit a corporation or foundation; understand the crucial issues of the annual campaign, etc.

***The Fund Raiser's Guide to the Internet***

Johnston, Michael W. New York: Wiley, c1999

Call Number: HV 41.2 J73f 1999 FIC

ID Number: 9807432

Subject(s): Fund-raising

A practical, non-technical guide to fundraising on the Internet. It offers basics of writing on the electronic table and how to perfect a Web site that turns a site visitor into a committed donor. Includes bibliographical references and index.

***Funders' Guide Manual: A Guide to Prevention Programs in Human Services-Focus on Children and Adolescents***

Mueller, Daniel P. Higgins, Paul S. Saint Paul, MN: Amherst H. Wilder Foundation, Prevention Planning Project, c1988

Call Number: HV 741 M78 1988 FIC

ID Number: 9802677

Subject(s): Social services Substance abuse Youth

Focuses primarily on prevention approaches to problems of disadvantaged children and families primarily child abuse and neglect, poor school performance and school failure, teenage pregnancy, and teenage substance abuse.

***Fund-raising and the Nonprofit Board Member***

Howe, Fisher 2nd ed. Washington, DC: National Center for Nonprofit Boards, c1999

Call Number: HV 41 H847f 1999 FIC

ID Number: 9801352

Subject(s): Fund-raising Nonprofit management  
Recognizes & discusses five key principles of fund raising for all board members.

***Fund-raising Cost Effectiveness***

Greenfield, James M., ed. New York: Wiley, c1996

Call Number: HG 177 G75 1996 FIC

ID Number: 9800483

Subject(s): Fund-raising

Provides information on determining the best fund-raising methods for your organization and evaluating their effectiveness.

***Fundraising for Dummies***

Mutz, John Murray, Katherine New York: Hungry Minds, c2000

Call Number: HG 177 M993 2000 FIC

ID Number: 9809677

Subject(s): Fund-raising

A reference guide to simple, straightforward and helpful information in fundraising. Includes index.

***Fundraising Fundamentals: A Guide to Annual Giving for Professionals and Volunteers*** / Greenfield,

James M. New York: Wiley, c2002

ID Number: 9810892

HG 177 G795 2002 FIC

Subject(s): Fund-raising

This book presents step-by-step guidelines for carrying out all aspects of an annual giving campaign that begins with direct mail solicitation and expands using membership organizations, donor clubs, special and benefit events, and volunteer solicitation to illustrate how to develop a total annual giving program using these reliable methods and techniques.

***Fundraising for Nonprofit Groups***

Young, Joyce 3rd ed. Vancouver, BC: International Self-Counsel Press, c1989

Call Number: HV 41 Y68 1989 FIC

ID Number: 9801132

Subject(s): Fund-raising

Provides a step-by-step process for nonprofit groups that need to raise between \$100,000 and \$5 million a year.

***The Fund-raising Handbook***

Krit, Robert L. Dubuque, IA: Kendall/Hunt Pub. Co, c1993

Call Number: HG 177 K75 1993 FIC

ID Number: 9800486

Subject(s): Fund-raising

A resource of comprehensive guidelines for the planning, preparation, and implementation of fund-raising operations of any size.

***Fund-raising Letter Collection***

Sheppard, William E. Ambler, PA: Fund-Raising Institute, c1988

Call Number: HG 177 S549 1988 FIC

ID Number: 9801366

Subject(s): Fund-raising

Illustrates sample letters used by fund-raising organizations and other great information on fund-raising strategies.

***Fundraising on the Internet: How to Use the Internet to Raise Funds and Sharpen Your Fundraising Skills***

Grant, Gary B. Grobman, Gary M. Roller, Steve Saint Paul, MN: Amherst H. Wilder Foundation, c1999

Call Number: HV 41.2 G761w 1999 FIC

ID Number: 9807033

Subject(s): Fund-raising

Provides as a quick road map to using the internet as a new fundraising channel also includes internet addresses and reviews of 77 sites, showing where to get information on all kinds of fundraising.



***Fundraising on the Internet: Recruiting and Renewing Donors Online***

Warwick, Mal Berkeley, CA: Strathmoor Press, Inc., c1996

Call Number: HV 41.2 F87 1996 FIC

ID Number: 9803615

Subject(s): Fund-raising

Provides information on acquiring new donors through electronic communications increasing donor loyalty, boosting contributions, and reaching younger donors.

***Fundraising on the Internet: The Ephilaanthropyfoundation.org's Guide to Success Online***

Warwick, Mal; Hart, Ted; Allen, Nick 2nd ed. San Francisco, CA: Jossey-Bass Publishers, c2002

Call Number: HV 41.2 W311 2002 FIC

ID Number: 9810874

Subject(s): Fund-raising

This book contains the blueprints and guidelines your organization needs to get started and succeed on the Internet.

***Fundraising Responsibilities of Nonprofit Boards***

Greenfield, James M. Washington, DC: BoardSource, c2002

Call Number: HD 62.6 G721g 2002 FIC

ID Number: 9810826

Subject(s): Nonprofit management

This is Book 4 in the Governance Series. This book is intended for the new board members and for boards that are integrating new members. The book includes topics related to the role of the board in fundraising.

***Gaining More Planned Gifts***

Schoenhals, G. Roger. ed. Seattle, WA: Planned Giving Today, c1997

Call Number: HV 41.9 U5 S36g 1997 FIC

ID Number: 9802343

Subject(s): Fund-raising Nonprofit management

A booklet on focus groups, target marketing, visitation techniques, seminar planning, donor cultivation and solicitation of planned gifts for nonprofit organizations.

***Games for Fundraising***

Czuckrey, William N. Sarasota FL: Pineapple Press, c1995

Call Number: GV 1201 C98 1995 FIC

ID Number: 9800082

Subject(s): Fund-raising

Gives ideas on how to construct and play hundreds of games to raise funds for your organization.

***Getting Funded: A Complete Guide to Writing Grant Proposals***

Hall, Mary S. 4th ed. Portland: Portland State University Continuing Education Press, c2003

Call Number: LB 2825 H223 2003 FIC

ID Number: 9810901

Subject(s): Grantsmanship Proposal writing

This book shares some ways of approaching grant writing for novices and the more experienced. It includes a wealth of ideas and provides many examples.

***Getting Going in Planned Giving***

Schoenhals, G. Roger. ed. Seattle, WA: Planned Giving Today, c1997

Call Number: HV 41.9 U5 G48 1997 FIC

ID Number: 9800208

Subject(s): Fund-raising Nonprofit management

Contains 33 articles published between 1993 and 1996. Veteran gift planners discuss planned giving and outline specific steps for starting a new program.

***Getting to Yes in Fund Raising***

Stallings, Betty Downers Grove, IL: Heritage Arts, c1991

Call Number: HG 177 S775g 1991 FIC

ID Number: 9801900

Subject(s): Fund-raising

A book on fund-raising that is practical, effective, and easy to read. It covers philosophy and fact, theory and "how-to."

***Global Demographics: Fund Raising for a New World***

Nichols, Judith E. Chicago: Bonus Books, c1995

Call Number: HV 41.2 N529 1995 FIC

ID Number: 9800898

Subject(s): Fund-raising

Introduces all fund raisers to the basics of audience segmentation and concentrates on providing information on who current donors are and who the best prospects might be for funding.

***Glossary of Misused Words & Phrases***

Grazian, Frank Blackwood, NJ: Communication Publications & Resources, c1989

Call Number: PE 1460 G56 1989 FIC

ID Number: 9802005

Subject(s): Communication

Offers preferred usage alternatives for precise and proper written and spoken communication.

***Grant Funding for Elderly Health Services***

Kastel, Jodi L. Brown, Rebecca Gonzalez, Bridget 3rd ed. Manasquan, NJ: Health Resources Publishing, c1999

Call Number: HV 1461 G761 1999 FIC

ID Number: 9807128

Subject(s): Grantsmanship

Includes index.

***Grant Tips***

Rev. ed. Silver Spring, MD: CD Publications, c2002

Call Number: HJ 275 G761t 2002 FIC

ID Number: 9810853

Subject(s): Grantsmanship

This special report includes grant tips on how to apply for federal and private grants. Includes information on private partnerships and funding websites.

***Grant Seeker's Budget Toolkit***

Quick, James Aaron New, Cheryl Carter New York: John Wiley, c2001

Call Number: HG 177 Q6 2001 FIC

ID Number: 9809608

Subject(s): Grantsmanship Proposal writing

Includes index. System requirements: IBM PC or compatible running Windows 95 or later and MS Word for Windows version 7.0 with converter

***Grant Winner's Toolkit: Project Management and Evaluation***

Quick, James Aaron New York: John Wiley, c2000

Call Number: HV 41.2 Q6 2000 FIC

ID Number: 9809670

Subject(s): Evaluation - Program Grantsmanship

A book on how to organize and manage a grantseeking initiative, write comprehensive action plans, develop realistic budgets, implement and maintain a policy of continual program improvement, winning project strategies and much more. Includes index.

***Grant Writing: Strategies for Developing Winning Proposals***

Miller, Patrick W. Munster, IN: Patrick W. Miller and Associates, c2000

Call Number: HG 177.5 U6 M649g 2000 FIC

ID Number: 9809604

Subject(s): Proposal writing Grantsmanship

Includes bibliographical references.

***Grant Writing Basics***

Morrell, Jessica Page Salem, OR: Energeia Publishing, c1996

Call Number: HG 177 M873g 1996 FIC

ID Number: 9807037

Subject(s): Proposal writing Grantsmanship

A brief summary of procedures to grant writing.

***Grant Writing for Dummies***

Browning, Beverly A. New York: Hungry Minds, c2001

Call Number: HG 177.5 U6 B885g 2001 FIC

ID Number: 9809678, 9810059

Subject(s): Grantsmanship Proposal writing

A reference guide to step-by-step research, application forms, etc in writing grant proposals. Includes index.

***Grant Writing for Health Professionals***

Sultz, Harry A. Sherwin, Frances S. Boston: Little, Brown, c1981

Call Number: R 853 P75 S9 1981 FIC

ID Number: 9801208

Subject(s): Grantsmanship Proposal writing

Provides step-by-step sequences of support, negotiation of various kinds of funding mechanisms, and the methodologies and procedures used in different types of studies and projects.

***Grant Writing Seminar***

Jan. 1992 ed. Austin, TX: The State of Texas, Office of State-Federal Relations, c1992

Call Number: HG 177 G763 1992 FIC

ID Number: 9806512

Subject(s): Federal aid Grantsmanship Texas

Designed to assist grantseekers in Texas to locate necessary information and resources, and to offer suggestions on effective grant writing, and to expand grant network.

***Grant Writing Tips for Nurses and Other Health Professionals***

Kenner, Carole, Walden, Marlene Washington, DC: American Nurses Association, c2001

Call Number: HJ 275 K34 2001 FIC

ID Number: 9810898

Subject(s): Grantsmanship Proposal writing

This book is a very informal conversation about the art and process of how to write grants with minimal frustration. The book is formatted to follow the basic steps of grant writing.

***Grant\$ for Children and Youth***

New York: The Foundation Center, c2000

Call Number: HV 741 G764 2000 FIC

ID Number: 9809652

Subject(s): Grantsmanship Foundation funding Youth

Includes index.

***Grant\$ for Hospitals, Medical Care and Medical Research***

New York: The Foundation Center, c2000

Call Number: R 850 G764 2000 FIC

ID Number: 9809653

Subject(s): Grantsmanship Foundation funding

Includes index.

***Grant\$ for Public Health and Diseases***

New York: The Foundation Center, c2000

Call Number: WA 22.1 G764 2000 FIC

ID Number: 9809650

Subject(s): Grantsmanship Foundation funding

Includes index.

***Grant\$ for the Aging***

New York: The Foundation Center, c2000  
Call Number: HV 1461 G764 2000 FIC  
ID Number: 9809654  
Subject(s): Grantsmanship Foundation funding  
Includes index.

***Grantmakers Directory: A Resource for Social Change Funders & Grantseekers***

Trombley, Nicole San Diego, CA : National Network of Grantmakers, c2001  
Call Number: HV 41 T849g 2001 FIC  
ID Number: 9808462  
Subject(s): Grantsmanship Foundation funding  
A detailed, comprehensive and indexed guide to social change philanthropy. Includes index.

***The Grants Management Kit***

Ferguson, Jacqueline Alexandria, VA: Capitol Publications, Inc., c1993  
Call Number: HG 177 F475 1993 FIC  
ID Number: 9802801  
Subject(s): Grantsmanship Nonprofit management  
A notebook designed to alleviate the burdens of administering multiple grants. Includes forms, templates, checklists, and outlines for each stage of the process to help keep busy grants managers organized. Contents include: grant awards and conditions, project administration, institutional rules, and grant reporting.

***Grants Proposals That Succeeded***

White, Virginia New York: Plenum Press, c1983  
Call Number: HG 177 G69 1982 FIC  
ID Number: 9800478  
Subject(s): Corporate funding Federal aid  
Foundation funding Grantsmanship Proposal writing  
Provides samples of grant applications that resulted in funding for the applicant. Covers three research proposals including one to the National Institutes of Health, three training grant requests, three art applications, one humanities proposal with a supplement outlining the grant-making process, and one response to a request for a proposal. Also includes additional chapters on federal contracts and approaching foundations and corporations.

***The Grantseeker's Answerbook: Fundraising Experts Respond to the Most Commonly Asked Questions***

Ferguson, Jacqueline Gershowitz, Michael V. Drake-Major, Laurel 2nd ed. Alexandria, VA: Capitol Publications, Inc., c1999  
Call Number: HG 177 F345g 1999 FIC  
ID Number: 9801878  
Subject(s): Fund-raising Grantsmanship Proposal writing  
Provides answers to more than 100 of the most vexing questions that today's grant writer can face.

***The Grantseeker's Guide to Project Evaluation***

Ferguson, Jacqueline Alexandria VA: Capitol Publications, c1992  
Call Number: HG 177 G715 1992 FIC  
ID Number: 9800098  
Subject(s): Evaluation - Program  
Guide will help develop a professional evaluation plan for a proposal; understand the evaluation plan someone else has done so you can describe it in your proposal; and convince a funder that you can prove you got results with their money.

***Grantseeker's Guidebook Tips, Trends and Resources for Winning and Managing Federal Funds***

Moore, Pam Alexandria, VA: Capitol Publications, Inc. (Aspen Publishers), c1989  
Call Number: HJ 275 M821 1989 FIC  
ID Number: 9801877  
Subject(s): Federal aid Grantsmanship  
A guidebook on winning and managing federal funds.

***The Grantseeker's Handbook of Essential Internet Sites***

Mudd, Mollie 4th ed. Gaithersburg, MD: Aspen Publishers, Inc., c2000  
Call Number: HG 177 R369 2000 FIC  
ID Number: 9806454  
Subject(s): Grantsmanship Corporate funding  
Foundation funding  
A resource to 500 Internet sites. Each description includes the resources address and log-in or subscription instructions, where applicable.

***Grantseeker's Toolkit: A Comprehensive Guide to Finding Funding***

New, Cheryl Carter Quick, James Aaron New York: John Wiley & Sons, Inc., c1998  
Call Number: HV 41.2 N48 1998 FIC  
ID Number: 9803618  
Subject(s): Grantsmanship  
A guide for all grantseekers needing advice and direction in the grant proposal development process. Includes diskette.

***Grantseeking: A Step-by-Step Approach***

Zimmerman, Robert San Francisco, CA: Zimmerman-Lehman, c1998  
Call Number: HG 177 Z72 1998 FIC  
ID Number: 9805380  
Subject(s): Grantsmanship  
Provides a comprehensive look at funding research, proposal writing, and follow-up. Topics include budgets, online research, the letter of intent and more.

***The Grantsmanship Book***

Los Angeles, CA: The Grantsmanship Center, c1988  
Call Number: HG 177 G761 1988 FIC  
ID Number: 9802768  
Subject(s): Proposal writing Grantsmanship  
This notebook guides you through the process of grantwriting.

***Grantsmanship and Fund Raising***

Lauffer, Armand Beverly Hills: Sage Publications, c1984  
Call Number: HG 177 L375 1984 FIC  
ID Number: 9800489  
Subject(s): Proposal writing Fund-raising Grantsmanship  
Provides guidelines on grantsmanship, general fund raising, program design, resource development, and inter-relationships in human service organizations.

***Grassroots Grants: An Activist's Guide to Proposal Writing***

Robinson, Andy San Francisco, CA: Jossey-Bass, c2002  
Call Number: HG 177 R658 2002 FIC  
ID Number: 9810900  
Subject(s): Fund-raising Proposal writing  
This is a "how to" book on fundraising including information on fundraising principles and grantwriting to gain funds.

***Guide to Federal Funding for Governments & Nonprofits***

Washington, DC: Government Information Services, c1996  
Call Number: HJ 275 F4 1998 FIC  
ID Number: 9802420  
Subject(s): Federal aid Nonprofit management  
REFERENCE  
Designed to help you find federal funding for your programs and projects. Provides detailed descriptions of more than 750 federal programs that offer financial and related assistance to state and local agencies and nonprofit organizations of all types. (2 volumes)

***Guide to Grantseeking on the Web***

New York, NY: The Foundation Center, c2001  
Call Number: HV 41.2 F68 2001 FIC  
ID Number: 9806452  
Subject(s): Grantsmanship Corporate funding Foundation funding  
Provides both novice and experienced web users with a gateway to the numerous online resource available to grant seekers on topics which include: abstracts of hundreds of foundation web sites, corporate grantmaking information, and profiles of searchable databases.

***Guide to Private-Sector Grantseeking***

Ratzlaff, Leslie Alexandria, VA: Capitol Publications, Inc., c1992  
Call Number: HG 177 1992 FIC  
ID Number: 9806523  
Subject(s): HIV-AIDS Grantsmanship Proposal writing  
A step-by-step guide to the process of identifying potential funding sources, researching, preparing and submitting a proposal, and managing a private-sector grant.

***The Guide to Resources on Women and AIDS***

Washington, DC: Center for Woman Policy Studies, c1990  
Call Number: RA 644 A25 1990 FIC  
ID Number: 9806457  
Subject(s): HIV-AIDS Women  
Provides information of the bias of AIDS and it's research, current study and how it has affected women.

***Guide to Selected HIV Services and Materials for Women***

Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Services, c1996  
Call Number: WC 22 AA1 1996 FIC  
ID Number: 9806522  
Subject(s): HIV-AIDS Women  
Includes information from the Clearinghouse databases on such topics as prevention, treatment, education, and support services.

***Guide to U.S. Foundations, Their Trustees, Officers, and Donors, Volume 1 - The Foundations***

11th ed. New York, NY: The Foundation Center, c2003  
Call Number: HV 97 F771u 2003 FIC  
ID Number: 9802896  
Subject(s): REFERENCE Corporate funding Foundation funding  
Provides basic description and current fiscal data for the nation's largest foundations as well as smaller, local funders, and newly established grantmakers. (3 vol.)

***Guide to U.S. Foundations, Their Trustees, Officers, and Donors, Volume 2 - The Foundations***

11th ed. New York, NY: The Foundation Center, c2003  
Call Number: HV 97 F771u 2003 FIC  
ID Number: 9802897  
Subject(s): REFERENCE Corporate funding Foundation funding  
Provides basic description and current fiscal data for the nation's largest foundations as well as smaller, local funders and newly established grantmakers. (3 vol.)

***Guide to U.S. Foundations, Their Trustees, Officers, and Donors, Volume 3 – The Indexes***

11th ed. New York, NY: The Foundation Center, c2003

Call Number: HV 97 F771u 2003 FIC

ID Number: 9809886

Subject(s): REFERENCE Corporate funding  
Foundation funding

Provides three indexes. (3 vol.)

***Guidebook for Directors of Nonprofit Corporations***

Overton, George W. Chicago, IL: American Bar Association, c1993

Call Number: KF 1388.7 Z9 G85 1993 FIC

ID Number: 9802672

Subject(s): Nonprofit management

A guidebook to assist directors of nonprofit corporations perform their duties. It provides a description of general legal principles as they apply to nonprofit corporations and offers useful suggestions and procedures for both the individual director and the corporation served.

***Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support***

Washington, DC: U.S. Dept. of Justice, Office of Juvenile Justice and Delinquency Prevention, c1998

Call Number: HF 5549.5 S38 G946 1998 FIC

ID Number: 9801880

Subject(s): Social services

Guidelines to help reduce the incidence of abuse by care providers.

***Handbook for Writing Proposals***

Hamper, Robert J. Baugh, L. Sue Chicago, IL: NTC Publishing Group, c1995

Call Number: HF 5718.5 H2844 1995 FIC

ID Number: 9806483

Subject(s): Grantsmanship Proposal writing

A guide to establishing a winning proposal even for the first-time proposal writer. Explains the process from which jobs to target and which to pass up, setting up a strong proposal team, and evaluating potential projects.

***Handbook of Practical Program Evaluation***

Wholey, Joseph S., ed. Hatry, Harry P. Newcomer, Kathryn E., ed. San Francisco: Jossey-Bass, c1994

Call Number: H97 H358 1994 FIC

ID Number: 9800084

Subject(s): Evaluation - Program Nonprofit management

A hands-on manual to aid in decision-making on budget alternatives, developing new legislative proposals, improving the performance of public and nonprofit organizations, and enhancing the overall management of public funds.

***Handling Problem Volunteers***

Vineyard, Sue McCurley, Steve Downers Grove, IL: Heritage Arts Publishing, c1998

Call Number: HF 5549.5 H236 V766 1998 FIC

ID Number: 9805233

Subject(s): Volunteerism

Recommends steps for dealing with various problems such as; a little annoying, seriously disruptive, or the dangerously dysfunctional volunteer. Provides sample volunteer policies and a bibliography.

***Health Funding Options for Rural Communities***

Walker, Mary Austin, TX: Health Care Options for Rural Communities, c1993

Call Number: RA 771.6 W182 1993 FIC

ID Number: 9801412

Subject(s): Federal aid Rural Texas

A guide to potential sources of health funding for communities and organizations in rural Texas.

***The Health Funds Grants Resources Yearbook***

9th ed. Manasquan, NJ: Health Resources Publishing, c2001

Call Number: R 336.185 H349 2001 FIC

ID Number: 9802679

Subject(s): Grantsmanship

A guide to help shed the light on the grant process. It provides a baseline of information that you can use for building the case for support for your projects.

***Healthcare for the Homeless Grantee Profiles, 2001***

Bethesda, MD: U.S. DHHS, HRSA, Bureau of Primary Healthcare, 2001

Call Number: HV 4505 H434 2001 FIC

ID Number: 9810422

Subject(s): Homeless

***HIV/AIDS Funding Resource Guide***

Rockville, MD: CDC National AIDS Clearinghouse, c1995

Call Number: HV 97 H676 1995 FIC

ID Number: 9806493

Subject(s): Corporate funding Federal aid  
Foundation funding HIV-AIDS

A guide on searching funds for HIV/AIDS-related projects. Includes contact information for selected private and Federal funding sources.

***The HIV/AIDS Housing Handbook: Federal Resources Available to Meet the Housing Needs of People with HIV/AIDS***

Berg, Jeffrey C. Washington, DC: AIDS National Interfaith Network, c1993

Call Number: WC 22 AA1 B493h 1993 FIC

ID Number: 9807197

Subject(s): AIDS (Disease) - Directories Federal aid  
Housing policy HIV-AIDS

***How Foundations Work: What Grantseekers Need to Know about the Many Faces of Foundations***

McInay, Dennis P. San Francisco, CA: Jossey-Bass, Inc., c1998

Call Number: HV 41.9 U5 M35 1998 FIC

ID Number: 9805544

Subject(s): Foundation funding

Provides a thorough understanding of what makes foundations work and how this affects their interactions with nonprofits.

***How Good is Your Drug Abuse Treatment Program? A Guide to Evaluation***

Rockville, MD: US Dept. of Health and Human Services, Public Health Service, National Institutes of Health, National Institute on Drug Abuse, Office of Science Policy, Education, and Legislation, Community and Professional Education Branch, c1993

Call Number: RC 439 N271 1993 FIC

ID Number: 9801419

Subject(s): Evaluation - Program Substance abuse

Developed to help program administrators to design and conduct program evaluations that are systematic, objective and unbiased. The guide is designed to assist the inexperienced in conducting the evaluation and is not geared to those with more extensive backgrounds in evaluation. Includes: Overview and Case Study (no. 93-3608) - A Guide to Evaluation (no. 93-3609) - Resource Manual (no. 93-3610).

***How Good is Your Drug Abuse Treatment Program? A Overview and Case Study***

Rockville, MD: US Dept. of Health and Human Services, Public Health Service, National Institutes of Health, National Institute on Drug Abuse, Office of Science Policy, Education, and Legislation, Community and Professional Education Branch, c1993

Call Number: RC 439 N271 1993 FIC

ID Number: 9801410

Subject(s): Evaluation - Program Substance abuse

Developed to help program administrators to design and conduct program evaluations that are systematic, objective and unbiased. Includes: Overview and Case Study (no. 93-3608) - A Guide to Evaluation (no. 93-3609) - Resource Manual (no. 93-3610).

***How Good is Your Drug Abuse Treatment Program? A Resource Manual***

Rockville, MD: US Dept. of Health and Human Services, Public Health Service, National Institutes of Health, National Institute on Drug Abuse, Office of Science Policy, Education, and Legislation, Community and Professional Education Branch, c1993

Call Number: RC 439 N271 1993 FIC

ID Number: 9801418

Subject(s): Evaluation - Program Substance abuse

Developed to help program administrators to design and conduct program evaluations that are systematic, objective and unbiased. The guide is designed to assist

the inexperienced in conducting the evaluation and is not geared to those with more extensive backgrounds in evaluation. Includes: Overview and Case Study (no. 93-3608) - A Guide to Evaluation (no. 93-3609) - Resource Manual (no. 93-3610).

***How Good is Your Drug Abuse Treatment Program? Looseleaf Worksheets and Agendas***

Supp. to vol. 2 Rockville, MD: US Dept. of Health and Human Services, Public Health Service, National Institutes of Health, National Institute on Drug Abuse, Office of Science Policy, Education, and Legislation, Community and Professional Education Branch, c1993

Call Number: RC 439 N271 1993 FIC

ID Number: 9801420

Subject(s): Evaluation - Program Substance abuse

A supplement to How Good is Your Drug Treatment Program? A Guide to Evaluation. This notebook consists of worksheets and agendas to assist meeting your mission. Includes: Overview and Case Study (no. 93-3608) - A Guide to Evaluation (no. 93-3609) - Resource Manual (no. 93-3610).

***How the Federal Government Dispenses Money, Grants and Federal Aid***

Arlington, VA: Government Information Services, c1990

Call Number: HJ 275 H847 1990 FIC

ID Number: 9806501

Subject(s): Federal aid

A report to inform state and local governments, educational agencies and nonprofit organizations of how the federal funds are dispensed.

***How to Become a Grant Writing Consultant: A Start-up Guide for Your Home-based Business***

Browning, Beverly A. Chandler, AZ: Bev Browning & Associates, c2001

Call Number: HG 177.5 U6 B885h 2001 FIC

ID Number: 9809673

Subject(s): Proposal writing Grantsmanship

A guide to the grant writing field. Learn the trade, the must haves for your home office, getting clients, choosing projects, and much more.

***How to Create and Use Solid Gold Fund-raising Letters***

Cone, Arthur L. Ambler, PA: Fund-Raising Institute, c1987

Call Number: HV 41.9 U5 C66 1987 FIC

ID Number: 9800902

Subject(s): Communication Fund-raising

The focus on this book is on writing letters: what to consider before writing and writing style.

***How to Deal with People on the Job: The Best Ideas in Person-to-Person Communication***

Fulginiti, Tony McCallum, Brian Lockbaum, Marie Alexandria, VA: Communication Publications and Resources, c1994

Call Number: HD 30.3 F962 1994 FIC

ID Number: 9801417

Subject(s): Communication

Offers practical ideas and tactics to help you and your co-workers communicate for results, get along and get more done. Designed to help you evaluate your own communication style, and to help you improve the way you handle diverse personalities in the workplace.

***How to Form a Nonprofit Corporation***

Mancuso, Anthony 4th ed. Berkeley, CA: Nolo Press, Inc., c2000

Call Number: KF 1388 Z9 M36 2000 FIC

ID Number: 9802673

Subject(s): Nonprofit management

Provides instructions and completed sample clauses for preparing Articles of Incorporation, ready-to-use bylaws for membership and nonmembership nonprofits and ready-to-use minutes for the organizational meeting. Includes CD-ROM.

***How to Help Your Board Govern More and Manage Less***

Chait, Richard P. Rev. ed. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721c 2003 FIC

ID Number: 9810850

Subject(s): Nonprofit management

This is Book 8 in the Governance Series. The purpose of this book is to suggest actions that will help shift the central focus of a board's attention from management to governance.

***How to Get Results with Business Writing***

Blackwood, NJ: Communication briefings, c1992

Call Number: HF 5718 H687 1992 FIC

ID Number: 9800235

Subject(s): Communication

Solid information that will help you write letters to raise money, acquire members and secure commitments. You will also find advice on how to write and respond to inquiry letters and how to respond successfully to customer complaints.

***The How to Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants***

Bauer, David G. 4th ed. Phoenix: American Council on Education and The Oryx Press, c1995

Call Number: HG 177 B38 1999 FIC

ID Number: 9800054

Subject(s): Corporate funding Federal aid Foundation funding Grantsmanship

A manual of step-by-step techniques for improving the chances of winning government, corporate, and foundation grants. Includes bibliographical references and index.

***How to Manage Conflicts of Interest: A Guide for Nonprofit Boards***

Kurtz, Daniel L. Washington, DC: National Center for Nonprofit Boards, c1995

Call Number: HD 62.6 K95 1995 FIC

ID Number: 9801444

Subject(s): Nonprofit management

This booklet identifies and explores the meaning of conflict of interest and explains the legal context of the term. Also gives examples of problems and ways to solve them.

***How to Raise More Money for Your Healthcare Organization***

Kerber, Beth-Ann Jenkins, Melanie A. Daber, Donna M. Wall Township, NJ: Health Resources Publishing, c1996

Call Number: HV 41 K39 1996 FIC

ID Number: 9801439

Subject(s): Fund-raising

A notebook full of information from professionals who have produced superior results for their organizations, hospitals, home health agencies, etc.

***How to Unlock the Power of Teamwork***

Alexandria, VA: Communication Publications and Resources, c1994

Call Number: HD 66 H847 1994 FIC

ID Number: 9802798

Subject(s): Communication Nonprofit management

A booklet that provides teamwork concepts to boost the productivity and ideas on successful managers to boost the morale of their workers.

***How to Write an Effective Grant Proposal***

Washington, DC: The National Association of People with AIDS, c1990

Call Number: HV 41 H847 1990 FIC

ID Number: 9801121

Subject(s): HIV-AIDS Proposal writing

Provides a step-by-step guide for developing an effective grant proposal.

***How to Write Powerful Fund Raising Letters***

Lewis, Herschell Gordon Chicago: Pluribus Press, c1989

Call Number: HG 177 L48 1989 FIC

ID Number: 9800452

Subject(s): Communication Fund-raising

A great learning tool for writing fund raising letters. Includes sample letters.

***How to Write Successful Corporate Appeals--with Full Examples***

Sinclair, James P. Rockville: Taft Group, c1982  
Call Number: HF 5718.3 S554 1982 FIC  
ID Number: 9800237  
Subject(s): Corporate funding Proposal writing  
Provides examples of grant-writing letters and proposals, plus pointers and tips to make proposal writing easier, clearer, and more successful.

***How to Write Successful Fundraising Letters: Sample Letters, Styletips, Useful Hints, Real-World Examples***

Warwick, Mal San Francisco: Jossey-Bass, c2001  
Call Number: HV 41.2 W311h 2001 FIC  
ID Number: 9809672  
Subject(s): Fund-raising  
A guide to the techniques and approaches to ideas and examples that will assist in writing fundraising letters. Includes bibliographical references and index,

***I'll Grant You That: A Step-by-Step Guide to Finding Funds, Designing Winning Projects, Writing Powerful Grant Proposals***

Burke, Jim Prater, Carol Ann Portsmouth, NH: Heinemann, c2000  
Call Number: HG 177 B959i 2000 FIC  
ID Number: 9809610  
Subject(s): Proposal writing Fund-raising Grantsmanship  
This book provides all you need to know on where the grant makers are, what they are looking for and how to produce it. Bibliographical references and index.

***Improving Health Programs for Low-Income Youths***

Johnson, Kay Yang, Alice Washington, DC: Children's Defense Fund, c1990  
Call Number: HQ 759.64 A27 1990 FIC  
ID Number: 9802809  
Subject(s): Social services Youth  
A report for public health program administrators and community leaders to focus on the legislative changes and their relationship to professional standards of practice for low-income youths.

***Innovative Compensation Practices in the Nonprofit Sector***

Denver, CO: Applied Research and Development Institute International, c1995  
Call Number: HD 5119 N65 I56 1995 FIC  
ID Number: 9800333  
Subject(s): Nonprofit management  
Provides information to improve the management and leadership of nonprofit organizations by making existing resources accessible and creating new resources through applied research and development.

***An Insider's Guide to Writing Proposals for Federal Dollars***

Arlington, VA: Government Information Services, c1994  
Call Number: HG 177.5 U6 I57 1997 FIC  
ID Number: 9800455  
Subject(s): Proposal writing Federal aid  
Describes the government funder's perspective and gives insight to writing proposals.

***It's a Great Day to Fund-raise***

Poderis, Tony Cleveland, OH: FundAmerica Press, c1996  
Call Number: HG 177.5 U6 P63 1996 FIC  
ID Number: 9806426  
Subject(s): Fund-raising Nonprofit management  
Provides step-by-step information on how to develop a realistic campaign goal that balances need against resources; articulate a compelling case for support; and produce an effective solicitation kit.

***Joint Ventures Involving Tax-Exempt Organizations***

Sanders, Michael I. 2nd ed. New York, NY: John Wiley & Sons, Inc., c2000  
Call Number: KF 1388 S26 2000 FIC  
ID Number: 9802675  
Subject(s): Nonprofit management  
A book on the liability of, and consequences to exempt organizations participating directly and indirectly in joint ventures with taxable and exempt entities. Includes supplement.

***Joint Ventures Involving Tax-Exempt Organizations - Supplement***

Sanders, Michael I. 2nd ed. New York, NY: John Wiley & Sons, Inc., c2002  
Call Number: KF 1388 S26 2002 FIC  
ID Number: 9802882  
Subject(s): Nonprofit management  
A supplement on the liability of, and consequences to exempt organizations participating directly and indirectly in joint ventures with taxable and exempt entities.

***The Jossey-bass Handbook of Nonprofit Leadership and Management***

Herman, Robert D. San Francisco: Jossey-Bass, c1994  
Call Number: HD 62.6 H35 1994 FIC  
ID Number: 9800213  
Subject(s): Nonprofit management  
Presents detailed information on the critical areas of developing and managing financial and risk management techniques.



***Lady Bountiful Revisited: Women, Philanthropy, and Power***

McCarthy, Kathleen D. New Brunswick: Rutgers University Press, c1990

Call Number: HV 40.42 L33 1990 FIC

ID Number: 9800914

Subject(s): Social services Volunteerism Women

Essays examine the theoretical issues, international comparisons, and impact of ethnicity and class in shaping women's responses to emerging opportunities and needs.

***The Law of Tax-Exempt Organizations***

Hopkins, Bruce R. 7th ed. New York, NY: John Wiley & Sons, Inc., c1998

Call Number: KF 6449 H6 1998 FIC

ID Number: 9802671

Subject(s): Nonprofit management

Provides a summary of the law of tax-exempt organizations; and presents the field in its entirety. An annual supplement is included.

***The Law of Tax-Exempt Organizations - Cumulative Supplement***

Hopkins, Bruce R. 7th ed. New York, NY: John Wiley & Sons, Inc., c2001

Call Number: KF 6449 H6 2001 supp. FIC

ID Number: 9802622

Subject(s): Nonprofit management

A cumulative supplement that summarizes the development in the law of tax-exempt organizations that transpired throughout 1992-2001.

***Leadership Roles in Nonprofit Governance***

Gale, Robert L. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721r 2003 FIC

ID Number: 9810851

Subject(s): Nonprofit management

This is Book 9 in the Governance Series. This book provides background information and perspective on what it takes to lead a nonprofit board today. Also, includes discussion of the specific roles and responsibilities of the board chair and chief executive in nonprofit governance, as well as characteristics of the effective board chair and the chief executive.

***Legal and Fiscal Responsibilities for Nonprofit Board of Directors***

Austin, TX: Texas Department of Health, c1998

Call Number: HD 62.6 T355 1998 FIC

ID Number: 9802760

Subject(s): Nonprofit management

Videotape and the accompanying guide identify board members' key legal and financial responsibilities as Texas Dept. of Health (TDH) contractors.

Includes guide.

***The Legal Answer Book for Nonprofit Organizations***

Hopkins, Bruce R. New York, NY: John Wiley & Sons, Inc., c1996

Call Number: KF 1388 Z9 H67 1996 FIC

ID Number: 9802674

Subject(s): Nonprofit management

Designed for nonprofit executives, board members, fund-raising professionals, lawyers and accountants who need quick and authoritative information concerning the law governing nonprofit organizations.

***Legal Issues for Alcohol and Other Drug Use Prevention and Treatment Programs Serving High-Risk Youth***

Brooks, Margaret K. Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, Office for Substance Abuse Prevention, c1992

Call Number: HV 5824 Y68 B873 1992 FIC

ID Number: 9806490

Subject(s): Substance abuse Youth

Provides information on questions agencies often ask which include: whether they must comply with the Federal laws and regulations governing confidentiality of patient records and, if they must comply, how they may do so and much more.

***The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members***

Leifer, Jacqueline C. Glomb, Michael B. 2nd ed. Washington, DC: National Center for Nonprofit Boards, c1997

Call Number: KF 1388.7 Z9 L45 1997 FIC

ID Number: 9801209

Subject(s): Nonprofit management

Provides nonprofit board members with a basic understanding of the rules and legal exemption from income tax under Section 501(c) of the Internal Revenue Code.

***Legal Responsibilities of Nonprofit Boards***

Hopkins, Bruce R. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721h 2003 FIC

ID Number: 9810827

Subject(s): Nonprofit management

This is Book 5 in the Governance Series. The intent of this book is to offer readers a preliminary understanding of the legal landscape that they must navigate as members of a nonprofit board.

***Loans & Grants From Uncle Sam: Am I Eligible and for How Much?***

Leider, Anna J. 4th ed. Alexandria, VA: Octameron Assoc., c1996

Call Number: LB 2337.4 L62 1996 FIC

ID Number: 9802789

Subject(s): Federal aid Financial aid

A booklet on Uncle Sam's \$6 billion college grant programs. Gives tips for increasing eligibility and finding the best lenders. Includes handy worksheets help you assess your eligibility and estimate the size of your award.

***Major Donors: The Key to Successful Fundraising***

Zimmerman, Robert San Francisco, CA: Zimmerman-Lehman, c1998

Call Number: HG 177 Z72m 1998 FIC

ID Number: 9805542

Subject(s): Fund-raising

Provides a comprehensive look at topics of individual research, major donor solicitation, and successful fundraising.

***Making Direct Response Fund Raising Pay Off***

Huntsinger, Jerry Chicago: Bonus Books, c1992

Call Number: HV 41.9 U5 H86 1992 FIC

ID Number: 9800897

Subject(s): Communication Fund-raising

A guidebook of tips for writing fund raising letters.

***Making the Grant Process Work: A Collection of Federal Administration Guidelines***

Alexandria, VA: Capitol Publications Inc., c1990

Call Number: HG 177 M235 1990 FIC

ID Number: 9806709

Subject(s): Federal aid Financial aid Proposal writing

A reference guide of the grant process from the Office of Management and Budget who oversee the Federal Grant Administration and the federal funds distributed.

***Managing a Nonprofit Organization in the Twenty-first Century***

Wolf, Thomas New York, NY: FIRESIDE, c1999

Call Number: HD 62.6 W649 1999 FIC

ID Number: 9806425

Subject(s): Nonprofit management

Explains how to cope with the growth and changes of more profit-oriented ventures, the overhaul of accounting rules, new partnerships, and an emphasis on customer-oriented service and leadership. Provides information on changes in managing staff, trustees, and volunteers.

***Managing Change in the Nonprofit Sector***

Bergman, Jed I. San Francisco, CA: Jossey-Bass, c1996

Call Number: Z 675 R45 B47 1996 FIC

ID Number: 9800323

Subject(s): Nonprofit management

Presents a historical review of five of the most prestigious private libraries in the U.S. and how they managed the pressure of change that all nonprofits face.

***Managing Corporate Support: Responses to Challenging Times***

Indianapolis, IN: Indiana University, Center on Philanthropy, c1992

Call Number: HD 60 M266 1992 FIC

ID Number: 9806492

Subject(s): Social services

A report underlying the role of the CEO in shaping corporate support policy and the role of the staff member.

***Managing Nonprofit Funding Relations: Case Studies of Six Human Service Organizations***

Gronbjerg, Kirsten A. New Haven, CT: Program on Non-Profit Organizations, Institution for Social and Policy Studies, Yale University, c1990

Call Number: HV 41 M266 G876 1990 FIC

ID Number: 9806548

Subject(s): Nonprofit management

A study on the differences among funding sources that influence agency resource strategies and management overhead.

***Managing Nonprofit Organizations in the 21st Century***

Gelatt, James P. Phoenix, AZ: Oryx Press, c1992

Call Number: HD 62.6 G44 1992 FIC

ID Number: 9800155

Subject(s): Nonprofit management

Written with the chief staff officer and senior management in mind, it focuses on five principles: mission, leadership, management, professionalism, and financial stability.

***Managing the Non-profit Organization: Practices and Principles***

Drucker, Peter F. New York: HarperCollins, c1990

Call Number: HD 62.6 D78 1990 FIC

ID Number: 9800186

Subject(s): Nonprofit management

Gives examples and explanations of mission, leadership, resources, marketing, goals, people development, decision making, and much more.

***Marketing Workbook for Nonprofit Organizations  
Volume I: Develop the Plan***

Stern, Gary J. 2nd ed. St. Paul, MN: Amherst H. Wilder Foundation, c2001

Call Number: HF 5415 S768 2001 FIC

ID Number: 9800327

Subject(s): Nonprofit management

This workbook is designed to help nonprofit organizations identify and meet their individual marketing needs. Specifically intended to increase your overall understanding of marketing and how it can help you accomplish your mission, develop and implement an organization-wide marketing plan, develop and implement marketing plans for individual programs, services, or products, diagnose and solve marketing problems, plan and implement targeted promotion campaigns, and gain a new outlook. Includes six worksheets to assist in the marketing process.

***Marketing Workbook for Nonprofit Organizations  
Volume II: Mobilize People for Marketing Success***

Stern, Gary J. St. Paul, MN: Amherst H. Wilder Foundation, c1997

Call Number: HF 5415 S768 1997 FIC

ID Number: 9806453

Subject(s): Nonprofit management

This workbook is designed to help nonprofit organizations identify and meet their individual marketing needs. Specifically intended to increase your overall understanding of marketing and how it can help you accomplish your mission, develop and implement an organization-wide marketing plan, develop and implement marketing plans for individual programs, services, or products, diagnose and solve marketing problems, plan and implement targeted promotion campaigns, and gain a new outlook. Includes six worksheets to assist in the marketing process.

***Megagifts: Who Gives Them, Who Gets Them***

Panas, Jerold Chicago, Ill: Pluribus Press, c1984

Call Number: HV 41 P34 1984 FIC

ID Number: 9801130

Subject(s): Fund-raising Nonprofit management

Describes the different people who make big gifts and offer tips on how to obtain such donations.

***Megatrends & Volunteerism: Mapping the Future of  
Volunteer Programs***

Vineyard, Sue Downers Grove, IL: Heritage Arts Publishing, c1998

Call Number: HF 5549.5 M496 V766 1998 FIC

ID Number: 9805381

Subject(s): Volunteerism

Takes a close look at the future trends of volunteerism. Includes discussions on diversity, entrepreneurial and grassroots volunteering, international expansion, perceptions, community building, and more. Includes bibliography.

***The Membership Mystique***

Trenbeth, Richard P. Rockville, MD: Fund Raising Institute, c1986

Call Number: HG 177 T74 1986 FIC

ID Number: 9800454

Subject(s): Nonprofit management

Shows how to build a membership program, including how to design a recruitment program, create a membership sales package, maintain member interest and upgrade membership dues. Includes sample letters, mailing packages, bylaws, ads and forms.

***Mission-Based Management: Leading your Not-for-Profit into the 21st Century***

Brinckerhoff, Peter C. 2nd ed. New York: John Wiley & Sons, Inc., c2000

Call Number: HD 62.6 B74 2000 FIC

ID Number: 9803614

Subject(s): Nonprofit management

Gives hands-on information and is a comprehensive reference for managing nonprofit organizations.

***National Directory of Corporate Giving: A Guide to  
Corporate Giving Programs and Corporate  
Foundations***

9th ed. New York, NY: The Foundation Center, c2003

Call Number: HV 97 F771c 2003 FIC

ID Number: 9802894

Subject(s): REFERENCE Corporate funding  
Foundation funding

This directory profiles 3,211 companies making contributions to nonprofit organizations and grantseekers.

***National Directory of Grantmaking Public Charities***

2nd ed. New York: Foundation Center, c1998

Call Number: HV 97 F771 G 1998 FIC

ID Number: 9801127

Subject(s): REFERENCE Corporate funding  
Foundation funding

A reference guide profiling 1,050 public charities, including 451 community foundations, that offer some form of financial support to other organizations or individuals, whether it be grants, scholarships, fellowships, loans, or in-kind gifts.

***National Guide to Funding for the Economically  
Disadvantaged***

New York, NY: The Foundation Center, c1993

Call Number: HV 97 F771n 1993

ID Number: 9802886

Subject(s): REFERENCE Corporate funding  
Foundation funding

A directory on national foundations and corporations who support the economically disadvantaged.

***National Guide to Funding in AIDS***

3rd ed. New York, NY: The Foundation Center, c2003  
Call Number: WC 22 AA1 N277 2003 FIC  
ID Number: 9807198  
Subject(s): Grantsmanship Foundation funding  
Corporate funding HIV-AIDS  
A directory intended as a starting point for grantseekers looking for foundation, corporate, and other charitable support for AIDS/HIV services and projects. Includes index.

***National Guide to Funding in Health***

8th ed. New York, NY: The Foundation Center, c2003  
Call Number: HV 97 F771h 2003 FIC  
ID Number: 9802895  
Subject(s): REFERENCE Corporate funding  
Foundation funding  
A directory on national foundations and corporations who support health issues.

***The New Publicity Kit***

Smith, Jeanette New York: J. Wiley, c1995  
Call Number: HD 59 S519 1995 FIC  
ID Number: 9800151  
Subject(s): Nonprofit management  
A complete guide for entrepreneurs, small businesses & nonprofit organizations. Shows how to create news, write a news release, and develop a press kit.

***No Miracles for Hire: How to Get Real Value from Your Consultant***

Cannon, J. Thomas New York: American Management Association, c1990  
Call Number: HD 69 C6 C26 1990 FIC  
ID Number: 9800336  
Subject(s): Nonprofit management  
Offers insights on how to hire, negotiate and work with a consultant. Also offers guidance on the effective implementation of recommendations presented by the consultant.

***No Surprises: Controlling Risks in Volunteer Programs***

Tremper, Charles R. Kostin, Gwynne Washington, DC: Nonprofit Risk Management Center, c1993  
Call Number: HN 90 V64 T74 1993 FIC  
ID Number: 9800909  
Subject(s): Volunteerism  
Provides extra motivation to make that effort, and to improve performance by acknowledging and controlling risks intended for volunteer management.

***Nonprofit Board Answer Book: Practical Guide for Board Members and Chief Executives***

Andringa, Robert C. Engstrom, Ted W. Expanded ed. Washington, DC: BoardSource, c2002  
Call Number: HD 62.6 A53 2002 FIC  
ID Number: 9805541  
Subject(s): Nonprofit management  
An easy-to-follow question and answer format, it covers just about every situation you're likely to encounter in nonprofit board governance.

***Nonprofit Board Answer Book II: Beyond the Basics***

Andringa, Robert C. Flynn, Outi Sabo, Sandra R. Washington, DC: BoardSource, c2002  
Call Number: HD 62.6 A53n 2002 FIC  
ID Number: 9810743  
Subject(s): Nonprofit management  
Answers the toughest challenges facing nonprofits today, helping board members govern their organizations more efficiently and effectively.

***The Nonprofit Board's Guide to Bylaws: Creating a Framework for Effective Governance***

Zeitlin, Kim Arthur Dorn, Susan E. Washington, DC: National Center for Nonprofit Boards, c1996  
Call Number: HD 62.6 Z48 1996 FIC  
ID Number: 9808363  
Subject(s): Nonprofit management  
This booklet provides a basic definition of bylaws and an overview of the issues and areas bylaws should address. Includes bibliographical references.

***The Nonprofit Board's Role in Planning and Evaluation***

McClellan, Amy Washington, DC: BoardSource, c2003  
Call Number: HD 62.6 G721y 2003 FIC  
ID Number: 9810849  
Subject(s): Nonprofit management  
This is Book 7 in the Governance Series. Topics covered include why you should do strategic planning, different planning, what is evaluation and why you should do it, evaluating a program, and evaluating organizational effectiveness.

***The Nonprofit Board's Role in Risk Management: More Than Buying Insurance***

Tremper, Charles R. Babcock, George Washington, DC: National Center for Nonprofit Boards, c1990  
Call Number: HD 62.6 T74 1990 FIC  
ID Number: 9801409  
Subject(s): Nonprofit management  
Provides an insight to approaching risk management systematically.

***The Nonprofit Board's Role in Setting & Advancing the Mission***

Grace, Kay Sprinkel Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721n 2003 FIC

ID Number: 9810828

Subject(s): Nonprofit management

This is Book 6 in the Governance Series. This book is intended to be a guide for board members in determining and executing their most appropriate and effective governance role relative to setting and advancing the mission of the organizations they serve.

***The Nonprofit Board's Role in Strategic Planning***

Grace, Kay Sprinkel. 2nd ed. Washington, DC:

National Center for Nonprofit Boards, c1996

Call Number: HD 62.6 P375 1996 FIC

ID Number: 9802803

Subject(s): Nonprofit management

Discusses the common obstacles to board involvement in strategic planning and guides boards through the strategic planning process.

***Nonprofit Boards: Roles, Responsibilities, and Performance***

Duca, Diane J. New York, NY: John Wiley & Sons, Inc., c1996

Call Number: HD 2769.15 D83 1996 FIC

ID Number: 9800492

Subject(s): Nonprofit management

Discusses various functions of a nonprofit board - it's roles and the performance of its members.

***Nonprofit Boards That Work: The End of One-Size-Fits-All Governance***

Robinson, Maureen K. New York, NY: John Wiley, c2001

Call Number: HD 2745 R663 2001 FIC

ID Number: 9810872

Subject(s): Nonprofit management

This book encourages boards to look first at the particulars of the organization before determining the best approaches to effective governance.

***Nonprofit Boards: What to Do and How to Do It***

Tropman, John E. Tropman, Elmer J. Washington, DC: Child Welfare League of America, c1999

Call Number: HD 2745 T79 1999 FIC

ID Number: 9806573

Subject(s): Nonprofit management

An operator's manual for today's nonprofit board of directors. Provides the responsibilities of the board in detail and explains how to articulate the nonprofit's vision and mission. Includes bibliographical references.

***Nonprofit Corporations, Organizations, & Associations***

Oleck, Howard L. 5th ed. Englewood Cliffs, NJ: Prentice Hall, c1988

Call Number: KF 1388 044 1988

ID Number: 9802676

Subject(s): Nonprofit management

Provides current information of charitable organizations, the nature of nonprofit organizations, a mixture of profit and nonprofit activities. Includes supplement.

***Nonprofit Corporations, Organizations, & Associations, Cumulative Supplement***

Oleck, Howard L. 5th ed. Englewood Cliffs, NJ: Prentice Hall, c1988

Call Number: KF 1388 044 1988 FIC

ID Number: 9802434

Subject(s): Nonprofit management

Provides current information of charitable organizations, the nature of nonprofit organizations, a mixture of profit and nonprofit activities.

***Nonprofit Organization Management: Forms, Checklists & Guidelines***

Gaithersburg, MD: Aspen Publishers, c2002

Call Number: HD 62.6 N814 2002 FIC

ID Number: 9808430

Subject(s): Nonprofit management

Includes index.

***A Nonprofit Organization Operating Manual: Planning for Survival and Growth***

Olenick, Arnold J. Olenick, Philip R. New York: Foundation Center, 1991

Call Number: HD 62.6 O44n 1991 FIC

ID Number: 9809753

Subject(s): Nonprofit management

Includes bibliographical references and index.

***Not On This Board You Don't: Making Your Trustees More Effective***

Frantzreb, Arthur C. Chicago: Bonus Books, Inc. c1997

Call Number: HD 2745 F7 1996 FIC

ID Number: 9800335

Subject(s): Nonprofit management

A book on philanthropy, board membership, board management, and volunteer leadership.

***Not-for-Profit GAAP***

Larkin, Richard F. DiTommaso, Marie New York, NY: John Wiley & Sons, Inc., c2000

Call Number: HF 5686 N56 L37 2000 FIC

ID Number: 9806707

Subject(s): Nonprofit management

A comprehensive, easy-to-use guide to the accounting and financial reporting principles.

***Not-for-Profit Reporting - GAAP, Tax, Financial, and Regulatory Requirements***

Foster, Mary F. Becker, Howard 2001 ed. Orlando, FL: Harcourt Brace & Company, c2001

Call Number: HF 5686 N56 M55 2001 FIC

ID Number: 9802618

Subject(s): Nonprofit management

This book will assist you with rules and regulations that apply directly to nonprofit organizations. Annual publication.

***On My Way in Planned Giving***

Schoenhals, G. Roger. ed. Seattle, WA: Planned Giving Today, c1995

Call Number: HV 41.9 U5 S365 1995 FIC

ID Number: 9802818

Subject(s): Fund-raising Nonprofit management

Indicates the process of inspiring and enabling people to make tax-wise gifts that will benefit their organization.

***Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff***

Devney, Darcy C. Sarasota FL: Pineapple Press, c1990

Call Number: AS 6 D47 1989 FIC

ID Number: 9800078

Subject(s): Nonprofit management

A reference book for volunteers and paid staff alike, packed with step-by-step instructions, checklists, schedules, and lists of organizations, addresses, and publications.

***OSAP Prevention Monograph: Working with Youth in High-Risk Environments: Experiences in Prevention***

Rockville, MD: Office of Substance Abuse Prevention, c1992

Call Number: HV 5824 Y68 W67 1992 FIC

ID Number: 9802900

Subject(s): Youth Substance abuse

Focuses on the transfer of prevention and intervention technology between and among researchers, administrators, policymakers, educators, and providers in the public and private sectors.

***Outcasts on Main Street: Report of the Federal Task Force on Homelessness and Severe Mental Illness***

Washington, DC: U.S. Dept. of Health and Human Services in cooperation with the Interagency Council on the Homeless, c1992

Call Number: HV 4505 H64 U54 1992 FIC

ID Number: 9806516

Subject(s): Evaluation - Program Homeless

A report to improve this country's system of care and housing options for homeless mentally ill persons by making essential resources more accessible to these disabled Americans.

***Outcome Funding: A New Approach to Targeted Grantmaking***

Williams, Harold S. Webb, Arthur Y. Phillips, William J. 2nd ed. Rensselaerville, NY:

Rensselaerville Institute, c1991

Call Number: HJ 275 W53 1991 FIC

ID Number: 9800462

Subject(s): Grantsmanship Proposal writing

Gives a governing body a clear choice of what programs are good bets and what programs are high-risk investments.

***Outreach/Risk Reduction Strategies for Changing HIV-Related Risk Behaviors Among Injection Drug Users***

Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, National Institutes of Health, National Institute on Drug Abuse, c1994

Call Number: RA 644 A25 O94 1994 FIC

ID Number: 9806513

Subject(s): HIV-AIDS Substance abuse

Designed to describe a series of analyses evaluating the effects of the National AIDS Demonstration Research (NADR) outreach programs.

***Parent Training is Prevention: Preventing Alcohol and Other Drug Problems Among Youth in the Family***

Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, Office for Substance Abuse Prevention, c1992

Call Number: HV 5824 468 P228 1992 FIC

ID Number: 9806488

Subject(s): Substance abuse Youth

A guide designed to help communities identify and implement programs designed specifically for parents. Includes basic information on prevention, addresses the importance of parenting in family development, provides detailed descriptions of specific roles that parents play in raising alcohol and other drug free children.

***Parental Awareness and Responsibility: A Case Study of a Program to Prevent and Treat Alcohol and Other Drug Problems***

Yin, Robert K. Schiller, Ellen Peters Teitelbaum, Michele Rockville, MD: U.S. Dept. of Health and Human Services, Public Health Service, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse, c1993

Call Number: WM 270 Y51p 1993 FIC

ID Number: 9806518

Subject(s): Evaluation - Program Substance abuse

A case study report on a program to prevent and treat alcohol and other drug problems.

***Partnerships Against Violence: Information Sources, Funding, and Technical Assistance/Resource Guide***

Washington, DC: U.S. Dept. of Justice, c1994

Call Number: HN 90 V5 P38 1994 FIC

ID Number: 9800907

Subject(s): Social services

Presents a list of sources for technical assistance, information, and potential funding to support anti-violence programs.

***Partnerships Against Violence: Promising Programs/Resource Guide***

Washington, DC: U.S. Dept. of Justice, c1994

Call Number: HN 90 V5 P38 1994 FIC

ID Number: 9800906

Subject(s): Social services

Presents ideas and resources available and removes the barrier to information-sharing that communities face in finding out about good programs that are working against violence and for families and children. Vol. 1 - Promising Programs and Vol. 2 - Information Sources, Funding, and Technical Assistance.

***Pass It On Volunteer Recruitment Manual: Outreach to African-American, Latino/a and Other Diverse Populations***

Sutton, Charyn D. Philadelphia, PA: Big Brothers/Big Sisters of America, c1992

Call Number: HN 90 V64 S967 1992

ID Number: 9801446

Subject(s): Social services Volunteerism Youth

Designed to assist agencies in formulating ways to increase the number of minority volunteers.

***Plain Talk About Grants***

Geller, Robert E. Rev. ed. Sacramento: California State Library Foundation, c1988

Call Number: HV 41.9 U5 G45 1988 FIC

ID Number: 9800903

Subject(s): Nonprofit management Proposal writing

Contains practical information to help grant writers write clearer, more concise proposals, implement a grant search, and critique the proposal.

***Planned Giving: A Board Member's Perspective***

Thornton, Grant Rev. ed. Washington, DC:

BoardSource, c2003

Call Number: HV 49.1 U5 T513 2003 FIC

ID Number: 9810852

Subject(s): Fund-raising Nonprofit management

The purpose of this book is to provide you with an overview of the fundamentals of planned giving. It will provide you with enough information to enable you to exercise your role as a board member in this vital area.

***Planned Giving for Small Nonprofits*** / Jordan, Ronald

R., Quynn, Katelyn L. New York: Wiley, c2002

HV 41.9 J82 2002 FIC

ID Number: 9810894

Subject(s): Fund-raising

This book shows directors of boards of small charities how to promote planned giving within the framework of their available resources. Concentration is on seven central aspects of managing a planned giving program-background issues, getting started, planned gifts, gifts of assets other than cash, working with donors, marketing, and planned giving and taxes.

***Planned Giving - Management, Marketing, and Law***

Jordan, Ronald R. Quynn, Katelyn L. 3rd ed. New York, NY: John Wiley & Sons, Inc., 2004

Call Number: HV 41.9 U5 J67 2004 FIC

ID Number: 9802322

Subject(s): Fund-raising Nonprofit management

Influences the decisions about whom to hire, and evaluating characteristics and qualifications of prospective development employees and the entire hiring process. Includes CD and cumulative supplement.

***Planned Giving - Management, Marketing, and Law, Supplement***

Jordan, Ronald R. Quynn, Katelyn L. 2nd ed. New York, NY : John Wiley & Sons, Inc., c2002

Call Number: HV 41.9 U5 J67 2002 FIC

ID Number: 9802328

Subject(s): Fund-raising Nonprofit management

A supplement influencing the decisions about who to hire, and evaluating characteristics and qualifications of prospective development employees and the entire hiring process.

***Planned Giving for the One Person Development Office***

Schmeling, David G. 2nd ed. Wheaton, IL: Deferred Giving Services, c1990

Call Number: HV 41.9 U5 S347p 1990 FIC

ID Number: 9802881

Subject(s): Fund-raising

Written with the fund-raiser in mind. Provides chapters on gift models and gift proposals that give valuable insights on how charitable gift planning can actually help the donors solve their personal problems.

***Planned Giving Simplified: The Gift, The Giver, and The Gift Planner***

Sharpe, Robert F. New York, NY: John Wiley & Sons, Inc., c1998

Call Number: HV 41.9 U5 S523 1998 FIC

ID Number: 9803613

Subject(s): Fund-raising

A detailed blueprint for starting and building a successful planned giving program, and more.

***Planning Successful Board Retreats: A Guide for Board Members and Chief Executives***

Bader, Barry S. Washington, DC: National Center for Nonprofit Boards, c1991

Call Number: HD 62.6 B133 1991 FIC

ID Number: 9801350

Subject(s): Nonprofit management

Offers information on planning retreats as an opportunity for refocusing and relection on fundamentals, thoughtful long-term planning, mission, vision, and strategies goals.

***Policy Vs. Paper Clips: Selling the Corporate Model to Your Nonprofit Board***

Fram, Eugene H. Brown, Vicki 2nd ed. Milwaukee WI : Families International in association with Family Service America, c1995

Call Number: HD 62.6 F73 1995 FIC

ID Number: 9800154

Subject(s): Nonprofit management

Provides information on promoting effectiveness, efficiency, and strategic planning as integral components in the management of a nonprofit organization.

***Power Funding: Gaining Access to Power, Influence and Money in Your Community***

Emenhiser, David Rockville, MD: Fund Raising Institute, c1992

Call Number: HM 141 E48 1992 FIC

ID Number: 9800904

Subject(s): Fund-raising Grantsmanship

Offers revolutionary ideas on how to identify the civic and business leaders who make funding decisions at the grassroots level.

***Prevention Plus III: Assessing Alcohol and Other Drug Prevention Programs at the School and Community Level***

Linney, Jean Ann Wandersman, Abraham Rockville, MD: U.S. Dept. of Health and Human Service, Public Health Service, Alcohol, Drug Abuse, and Mental Health Administration, Office for Substance Abuse Prevention, c1991

Call Number: WM 270 L735 1991 FIC

ID Number: 9801421

Subject(s): Substance abuse

A four step guide to useful program assessment of alcohol and other drug prevention programs at the school and community level.

***Priority Home! The Federal Plan to Break the Cycle of Homelessness***

Washington, DC: U.S. Dept. of Housing and Urban Development, c1994

Call Number: HV 4505 P958 1994 FIC

ID Number: 9806517

Subject(s): Evaluation - Program Homeless

Identifies several key steps for the Federal government to take to change dramatically the face of our system for coping with homelessness.

***The Professionals' Guide to Fund-raising, Corporate Giving, and Philanthropy***

Adams-Chau, Lynda Lee New York: Quorum Books, c1988

Call Number: HV 41.9 U5 A33 1988 FIC

ID Number: 9800896

Subject(s): Corporate funding Foundation funding Fund-raising Grantsmanship Proposal writing Nonprofit management

A guidebook on corporations, foundations, consultants, 501(c)(3) organizations, personal experiences, legal issues, writing and evaluating grant proposals.

***Progress and Peril: Black Children in America: A Fact Book and Action Primer***

Washington, DC: The Fund, c1993

Call Number: E185 86 P88 1993 FIC

ID Number: 9800080

Subject(s): Youth

Details information on family status, health, education, youth and young adult employment, childbearing, sexual activity, violence and crime, and drug involvement of black children in America.

***Proof Positive: Developing Significant Volunteer Recordkeeping Systems***

Ellis, Susan J. Noyes, Katherine H. Rev. ed Philadelphia, PA: Energize, c1990

Call Number: HN 90 V64 E47 1990 FIC

ID Number: 9801413

Subject(s): Nonprofit management Volunteerism

A guidebook for developing a manual record-keeping system to track and manage volunteer efforts. Includes a chapter on computerization. Includes sample forms.

***Proposal Planning and Writing***

Miner, Lynn E. Miner, Jeremy T. Griffith, Jerry 2nd ed. Phoenix, AR: Oryx Press, c1998

Call Number: HG 177.5 U6M56 1998 FIC

ID Number: 9801232

Subject(s): Proposal writing

A guide to a systematic, step-by-step approach to developing successful grant proposals.

***The Proposal Writer's Swipe File: 15 Winning Fund-raising Proposals-- Prototypes of Approaches, Styles, and Structures***

3rd ed. Rockville MD: Taft Group, c1984

Call Number: H91 P76 1984 FIC

ID Number: 9800083

Subject(s): Fund-raising Proposal writing

Contains 15 outstanding fund-raising proposals that represent the programs and approaches from a variety of nonprofit organizations.



***Proposal Writing***

Coley, Soraya M. Scheinberg, Cynthia A. Newbury Park, CA: SAGE Publications, Inc., c1990  
Call Number: HV 41 C548 1990 FIC  
ID Number: 9806482  
Subject(s): Proposal writing Grantsmanship  
A step-by-step guide to students and professionals who need to write grant proposals. Focuses on the mechanics of developing and writing grants including testing the funding environment, developing a good problem statement, implementing and evaluating the program and its budget and much more.

***Proposal Writing***

Chumney, Candes San Antonio, TX: A Resource Center for Non-profit Organizations, c1989  
Call Number: HG 177 C559 1989 FIC  
ID Number: 9806511  
Subject(s): Proposal writing Grantsmanship  
A booklet on proposal writing, budget preparation, and much more.

***Proposal Writing: The Art of Friendly and Winning Persuasion***

Pfeiffer, William S. Keller, Charles H. Jr. Upper Saddle River, NJ: Prentice-Hall, Inc., c2000  
Call Number: PE 1479 B87 P47 2000 FIC  
ID Number: 9806629  
Subject(s): Proposal writing  
Provides guidelines for producing commercial and government proposals. Includes practical examples and exercises for reinforcement of key principles.

***Prospect Research: A How-To Guide***

Strand, Bobbie J. Washington, DC: Council for Advancement and Support of Education, c1986  
Call Number: LB 2336 P76 1986 FIC  
ID Number: 9802619  
Subject(s): Fund-raising Grantsmanship  
Shows how to establish a prospect research system or build upon an existing one. Describes how to complete research on individuals, corporations, and foundations; evaluate and analyze research.

***Quality Improvement in Rural Hospitals: How Networking Can Help***

Kemp, Kerry August 2002 ed. Academy for Health Services Research & Health Policy, c2002  
Call Number: WA 390 N476 2002 FIC  
ID Number: 9810198  
Subject(s): Evaluation – Program Rural Networking for Rural Health Project. A project to strengthen the rural health care infrastructure by fostering the development of rural networks.

***Quality Management in the Nonprofit World: Combining Compassion and Performance to Meet Client Needs and Improve Finances***

Kennedy, Larry W. San Francisco: Jossey-Bass Publishers, c1991  
Call Number: HD 62.6 K48 1991 FIC  
ID Number: 9800227  
Subject(s): Nonprofit management  
Intended to provide nonprofits with the tools necessary to systematically achieve quality in their efforts.

***Raise More Money for Your Nonprofit Organization***

New, Anne L. New York, NY: The Foundation Center, c1991  
Call Number: HV 41.9 U5 N49 1991 FIC  
ID Number: 9802344  
Subject(s): Fund-raising Nonprofit management  
A guide for nonprofit leaders on fund-raising techniques.

***Raising Money & Having Fun (sort of): A How-To Book for Small Nonprofit Groups***

Horton, Charlene Cleveland, OH: May Dugan Center, c1991  
Call Number: HV 41.9 U5 H66 1991 FIC  
ID Number: 9802347  
Subject(s): Fund-raising Nonprofit management  
A step-by-step guide for other small nonprofits working to transform their style of fund-raising. Topics covered in this book include marketing the unique qualities of each organization, reaching out to potential donors, and beginning an endowment program.

***Ready to Learn: A Mandate for the Nation***

Boyer, Ernest L. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching, c1991  
Call Number: LB 1132 C374 1991 FIC  
ID Number: 9802621  
Subject(s): Social services  
Identifies ways to support families, by providing a more caring, compassionate network of support for learning.

***Recruiting Volunteers for Difficult or Long-term Assignments***

Downers Grove, IL: Heritage Arts, c1991  
Call Number: HN 49 V64 M133r 1991 FIC  
ID Number: 9806495  
Subject(s): Volunteerism  
A booklet on recruiting volunteers and their involvement in projects.

***Reengineering Your Nonprofit Organization: A Guide to Strategic Transformation***

Pappas, Alceste T. New York: John Wiley & Sons, c1996

Call Number: HD 62.6 O37 1995 FIC

ID Number: 9800222

Subject(s): Nonprofit management

Assists nonprofit programs and services in understanding what it takes to manage an organization in an age of technological revolution and societal confusion.

***Referral Guidelines for Funding Components of Public Health Service (PHS)***

Rockville, MD: U.S. Public Health Service, Division of Research Grants, c1998

Call Number: RA 440 N271 1998 FIC

ID Number: 9801455

Subject(s): Federal aid Social services REFERENCE

Describes federal program areas that are of interest to the various research-funding institutes, centers, and divisions of the U.S. Public Health Service.

***Reinventing Fundraising: Realizing the Potential of Women's Philanthropy***

Shaw, Sondra C. Taylor, Martha A. San Francisco, CA: Jossey-Bass Publishers, c1995

Call Number: HV 41.9 U5 S53 1995 FIC

ID Number: 9802827

Subject(s): Women Fund-raising

The practical advice offered will show fundraisers, both volunteer and professional, new and experienced, how to develop a gender-sensitive fundraising program.

***Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance***

Carver, John Carver, Miriam M. San Francisco: Jossey-Bass, c1997

Call Number: HD 2745 C3727 1997 FIC

ID Number: 9800334

Subject(s): Nonprofit management

Provides step-by-step instructions, sample policies, illustrations, exercises, and other practical materials for implementing the concept of policy governance.

***Remaking America: How the Benevolent Traditions of Many Cultures are Transforming Our National Life***

Joseph, James A. San Francisco, CA: Jossey-Bass, c1995

Call Number: E169 12 J666 1995 FIC

ID Number: 9800079

Subject(s): Social services

Identifies, analyzes, and compares the charitable traditions of America's minority populations.

***A Report on Homeless Assistance Policy and Practice in the Nation's Five Largest Cities***

Aug. 1989 ed. Washington, DC: U.S. Dept. of Housing and Urban Development, Office of Policy Development and Research, c1989

Call Number: HV 4505 R425h 1989 FIC

ID Number: 9806520

Subject(s): Evaluation - Program Homeless

Examines the Nation's largest cities with respect to local perceptions of the scope of homelessness, the funding of homeless assistance programs, the local capacity to shelter the homeless, and the nature of the services offered to homeless persons.

***Report on International AIDS Grantmaking***

New York: Funders Concerned About AIDS, c1992

Call Number: HV 40 C641r 1992 FIC

ID Number: 9806494

Subject(s): HIV-AIDS

This report shows where, by whom, and for what purpose, resources are now deployed to fight HIV/AIDS, and what gaps should command attention.

***A Report on the 1988 National Survey of Shelters for the Homeless***

Washington, DC: U.S. Dept. of Housing and Urban Development, c1989

Call Number: HV 4505 R425n 1989 FIC

ID Number: 9806519

Subject(s): Evaluation - Program Homeless

A survey with data on the number, occupancy, capacity, operational characteristics, funding, and available services of homeless shelters throughout the Nation.

***Responding to Drug Use and Violence: Helping People, Families, and Communities***

Washington, DC: Office of National Drug Control Policy, c1995

Call Number: HV 5825 B877 1995 FIC

ID Number: 9806456

Subject(s): Evaluation - Program Substance abuse Youth

A resource guide to assist State, local, and community officials and those working closest to the drug problem to find the Federal assistance they need to make current and new programs effective in the fight against drugs.

***Rural Health Services Funding: A Resource Guide***

Harriman, Jenny F. Rev. ed Beltsville, MD: National Agricultural Library, c1997

Call Number: RA 771.6 H297r 1997 FIC

ID Number: 9806500

Subject(s): Corporate funding Federal aid Foundation funding Rural

A guide to not only federal funding sources but also includes state and private funding sources, along with useful time for beginning a funding search.

***The Second Legal Answer Book for Nonprofit Organizations***

Hopkins, Bruce R. New York: John Wiley & Sons, Inc., c1998

Call Number: KF 1388 Z9 H67 1998 FIC

ID Number: 9803622

Subject(s): Nonprofit management

Assists nonprofit managers and their advisors on the latest trends and developments in nonprofit law.

***Secrets of Motivation: How to Get and Keep Volunteers and Paid Staff***

Vineyard, Sue Downers Grove, IL: Heritage Arts, c1991

Call Number: HF 5549.5 M63 V766 1991 FIC

ID Number: 9801414

Subject(s): Nonprofit management Volunteerism

Lists dozens of ideas, tips, and suggestions concerning motivation and volunteering; the volunteer of the 90's; major trends; why people volunteer; retention and satisfaction; matching people and work; understanding needs, expectations; and more.

***Secrets of Winning Grants from Corporations and Foundations***

Arlington, VA: Government Information Services, c1993

Call Number: HG 177 G721 1993 FIC

ID Number: 9801443

Subject(s): Corporate funding Foundation funding Grantsmanship

Designed to help both novice and experienced grantseekers gain the competitive edge in seeking private funding.

***Serving Those in Need: A Handbook for Managing Faith-Based Human Services Organizations***

Queen, Edward L. San Francisco, CA: Jossey-Bass Publishers, c2000

Call Number: HV 91 Q3 2000 FIC

ID Number: 9810871

Subject(s): Social services

Based on the recognition that religious organizations bring a special dimension to the provision of services, this unique handbook offers proven models for delivering a range of services and shows how to assess the need for services, build the organization's capacity, and ensure adequate financial support for meeting those needs.

***The Seven Faces of Philanthropy - A New Approach to Cultivating Major Donors***

Prince, Russ Alan File, Karen Maru San Francisco, CA: Jossey-Bass, Inc. c1994

Call Number: HV 41.9 U5 P74 1994 FIC

ID Number: 9802335

Subject(s): Fund-raising

Discusses the concerns, interests, needs, and motivations of affluent individual donors in philanthropy.

***Sources of Operating Grants***

2003 ed. Gaithersburg, MD: Aspen Publishers, Inc. c2003

Call Number: HV 97 S729 2003 FIC

ID Number: 9802824

Subject(s): Corporate funding Foundation funding REFERENCE

Identifies private funders that give to organizations to cover personnel, administrative, and other operating expenses.

***Spotlight on Corporate Philanthropy: Profiles of Recent Giving***

2nd ed. Alexandria, VA: Capitol Publications, Inc., c1995

Call Number: HV 89 C787 1995 FIC

ID Number: 9801424

Subject(s): Corporate funding

Compiles corporate profiles that have appeared in the "spotlight" section of past editions of "Corporate Philanthropy Report" (CPR).

***Staff Screening Tool Kit: Keeping the Bad Apples Out of Your Organization***

Patterson, John Tremper, Charles Rypkema, Pam 1st ed. Washington, DC: Nonprofit Risk Management Center, c1994

Call Number: HF 5549.5 E429 P37 1994 FIC

ID Number: 9800325

Subject(s): Nonprofit management

Provides suggestions & steps for staff screening based on the requirements of the position, the nature of the contact with service recipients, and legal limitations on the use of screening tools.

***Start at Square One: Starting and Managing the Planned Gift Program***

Moerschbaeher, Lynda S. Chicago, IL: Precept Press, c1998

Call Number: HV 41.9 U5 M64 1997 FIC

ID Number: 9806429

Subject(s): Fund-raising Nonprofit management

Demonstrates the preparation of fund-raising in the nonprofit area.

***Starting and Managing a Nonprofit Organization: A Legal Guide***

Hopkins, Bruce R. 3rd ed. New York: John Wiley & Sons, c2001

Call Number: KF 1388 H793 2001 FIC

ID Number: 9808429

Subject(s): Nonprofit management

Includes index.

***Starting and Running a Nonprofit Organization***

Hummel, Joan M. 2nd ed. Minneapolis, MN: University of Minnesota Press, c1996  
Call Number: HD 62.6 H85 1996 FIC  
ID Number: 9801235  
Subject(s): Nonprofit management  
A step-by-step guide to creating and operating a new nonprofit, establishing a board of directors, writing bylaws, obtaining tax-exempt status, creating a strategic plan, budgeting, grant seeking, and much more.

***State Liability Laws for Charitable Organizations and Volunteers***

2nd ed. Washington, DC: Nonprofit Risk Management Center, c1995  
Call Number: KF 1303 S72 1995 FIC  
ID Number: 9801411  
Subject(s): Nonprofit management  
Designed to assist in answering questions about the legal liability of volunteers and charitable organizations.

***Storytelling for Grantseekers: The Guide to Creative Nonprofit Fundraising***

San Francisco, CA: Jossey-Bass, c2001  
Call Number: HV 41.2 C597s 2001 FIC  
ID Number: 9810068  
Subject(s): Fund-raising Proposal writing  
A resource in short story approach to the inquiry and cover letters that support the larger proposal. Includes index.

***Strategic Alliances Among Health and Human Services Organizations*** / by Darlene Bailey, Kelly McNally Koney. - Thousand Oaks, CA: Sage Publications, Inc., c2000

Call Number: HD 69 S8 B154s 2000 FIC  
ID Number: 9809997  
Subject(s): Nonprofit management  
This book examines the formation and maintenance of strategic alliances. From the motives that lead organizations to form relationships, to practical tips on how to sustain, recreate, and end partnerships, this text is a useful reference for both beginners and practitioners.

***Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement***

Bryson, John M. Rev. ed. San Francisco, CA: Jossey-Bass, Inc., c1995  
Call Number: HD 30.28 B79 1995 FIC  
ID Number: 9805545  
Subject(s): Nonprofit management  
Provides many new examples of successful and unsuccessful strategic planning practices, along with entirely new chapters that address how to implement strategies.

***Strategic Planning Workbook for Nonprofit Organizations***

Barry, Bryan W. Rev. and updated ed. Saint Paul, MN: Amherst H. Wilder Foundation, c1997  
Call Number: HD 62.6 B37 1997 FIC  
ID Number: 9801234  
Subject(s): Nonprofit management  
A step-by-step guide with worksheets to develop your own plan, sell it to your colleagues, and measure results.

***Streetsmart Financial Basics for Nonprofit Managers***

McLaughlin, Thomas A. New York: J. Wiley, c1995  
Call Number: HG 4027.65 M35 1995 FIC  
ID Number: 9801229  
Subject(s): Nonprofit management  
Explains how to read and interpret financial reports, shows you how to analyze and control costs, and provides practical tips for budgeting.

***Substance Abuse and Addiction***

Washington, DC: U.S. Government Printing Office, c1994  
Call Number: HV 5825 T45 1994 FIC  
ID Number: 9802901  
Subject(s): Substance abuse  
Focuses on several factors that are necessary for substance abuse and addiction to occur, including an examination of the biological research regarding the phenomenon of addiction to alcohol and drugs. Includes summary.

***Substance Abuse and Addiction Summary***

Office of Technology Assessment Washington, DC: U.S. Government Printing Office, c1994  
Call Number: HV 5825 T45 1994 sum. FIC  
ID Number: 9802902  
Subject(s): Substance abuse  
A summary to "Substance Abuse and Addiction Report" which focuses on several factors that are necessary for substance abuse and addiction to occur, including an examination of the biological research regarding the phenomenon of addiction to alcohol and drugs.

***Substance Abuse Funding, A Look at Grant-writing Proposals***

Alexandria, VA: Capital Publications, Inc., c1992  
Call Number: HG 177 C244 1992 FIC  
ID Number: 9801416  
Subject(s): Federal aid Substance abuse Proposal writing  
Gives a first-hand look at a collection of winning proposals. These proposals demonstrate how successful applicants met the challenge.

***Structures and Practices of Nonprofit Boards***

Damback, Charles E. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721d 2003 FIC

ID Number: 9810791

Subject(s): Nonprofit management

This is Book 3 of the Governance Series.

Provides a conceptual framework and suggestions for effective board structures and practices. Includes index.

***Success 1990: Innovation and Excellence in Public Human Services***

Washington, DC: American Public Welfare Association, c1990

Call Number: HV 85 S942 1990 FIC

ID Number: 9806489

Subject(s): Social services

A guide to assist human service administrators and practitioners provide more effective services to low-income Americans with greater efficiency and lower costs.

***Successful Fundraising: A Complete Handbook for Volunteers and Professionals***

Flanagan, Joan New/Rev ed. Chicago, IL:

Contemporary Books, c1993

Call Number: HG 177.5 U6 F58 1991 FIC

ID Number: 9806431

Subject(s): Fund-raising

A guide for volunteer leaders and professional fundraisers for gaining access to available funds, raising more money more quickly, and building a stronger, more productive organization.

***Successful Grant Writing: Strategies for Health and Human Service Professionals***

Gitlin, Laura N. Lyons, Kevin J. New York, NY:

Springer Publishing Co., c1996

Call Number: HV 41.2 G58 1996 FIC

ID Number: 9806628

Subject(s): Grantsmanship

Provides effective strategies and work models that are appropriate for professionals who have different growth needs and opportunities for funding. A resource tool for individuals, departments in academic, clinical, or community-based settings.

***Successful Grant Writing Tips - The Manual***

Browning, Beverly A. Burton, MI: Grant\$line, Inc., c1991

Call Number: HG 177 B885 1991 FIC

ID Number: 9801415

Subject(s): Federal aid Fund-raising Corporate funding Foundation funding Proposal writing

A guide on preparing proposals for both federal and foundation grants, etc.

***Successful Marketing Strategies for Nonprofit Organizations***

McLeish, Barry New York: J. Wiley, c1995

Call Number: HF 5415 M3825 1995 FIC

ID Number: 9800332

Subject(s): Nonprofit management

Provides techniques for analyzing your market for services and developing a comprehensive marketing plan, marketing strategies that will support fund-raising, promote new services, and enhance your organization's reputation and visibility.

***Take the Fear Out of Asking for Major Gifts***

Donovan, James A. Orlando, FL: Donovan

Management, Inc. c1993

Call Number: HG 177 D674 1993 FIC

ID Number: 9801377

Subject(s): Fund-raising

A book on how-to ask for major gifts. Includes self-study exercises, checklists, charts and graphs.

***Tapping Private Sector Funding***

Arlington, VA: Government Information Services, c1993

Call Number: HV 41 T174 1993 FIC

ID Number: 9801408

Subject(s): Corporate funding Foundation funding

Designed to assist organizations and individuals find private dollars and aid.

***Tax Planning and Compliance for Tax-Exempt Organizations: Forms, Checklists, Procedures***

Blazek, Jody 3rd ed. New York, NY: John Wiley & Sons, Inc., c2001

Call Number: KF 6449 B58 2001b FIC

ID Number: 9807100

Subject(s): Nonprofit management

Designed to aid nonprofit organizations pass any tests that come their way in obtaining and maintaining tax-exempt status. Topic areas include: qualification for exemption, private foundations, recognition of exempt status, maintaining exempt status, and communicating with the IRS. Includes supplement.

***Teach Yourself to Write Irresistible Fund-raising Letters***

Squires, Conrad Chicago, IL: Precept Press, Inc., c1993

Call Number: HG 177 S774 1993 FIC

ID Number: 9801376

Subject(s): Communication Fund-raising

A book on powerful mailings and writing great fund-raising letters.

***Ten Basic Responsibilities of Nonprofit Boards***

Ingram, Richard T. Revised ed. Washington, DC: BoardSource, c2003

Call Number: HD 62.6 G721i 2003 FIC

ID Number: 9810790

Subject(s): Nonprofit management

This is Book 1 of the Governance Series. Contains ten essential responsibilities of nonprofit boards. Topics include determining the organizations mission and purposes, selecting and supporting the executive, and reviewing his or her performance, and more. Includes index.

***Ten Steps to Fundraising Success: Choosing the Right Strategy for Your Organization*** / Warwick, Mal Hitchcock, Stephen San Francisco, CA: Jossey-Bass, c2002

HD 41 W253 2002 FIC

ID Number: 9810893

Subject(s): Fund-raising

In this book, two of the country's leading fundraising experts, Mal Warwick and Stephen Hitchcock, show you how to implement a fundraising strategy that goes beyond simply raising money to actually meet your organization's financial requirements.

***Texas Public Policy Handbook: A Guide to the Texas Legislative Process***

1996 ed. Austin, TX: United Way of Texas, c1996

Call Number: JK 4831 1996 FIC

ID Number: 9806455

Subject(s): Texas

Designed to assist local United Ways and their affiliated agencies, as well as other health and human service policy and program advocates, to have an impact on state-level decisions made by the Texas Legislature, the Office of the Governor, and state agency boards and commissions.

***Tips from Proposal Reviewers***

Arlington, VA: Government Information Services, c1990

Call Number: HG 177.5 U6 T57 1990 FIC

ID Number: 9802781

Subject(s): Proposal writing

Lists good information on what federal proposal reviewers look for in proposals they will fund and some things that will eliminate you from the running at the outset.

***Tool for Assessing Startup Organizations: A Due Diligence Supplement for Grantmakers***

La Piana, David. Washington, DC: Grantmakers for Effective Organizations, c2003

Call Number: HD 62.6 L111 2003 FIC

ID Number: 9810902

Subject(s): Grantsmanship Nonprofit management

This tool is designed for use by funders assessing a grant application from a startup nonprofit.

***Training Volunteers for Community Service: The Step-by-Step Guide of the Shanti National Training Institute***

Garfield, Charles A. San Francisco, CA: Jossey-Bass Publishers, c2000

Call Number: HN 90 G231 2000 FIC

ID Number: 9810873

Subject(s): Volunteerism

This notebook and workbook contain information about sixteen modules that are found in the Shanti Volunteer Training Program. Shanti is an organization in San Francisco that provides services to persons with HIV/AIDS and their families.

***Turning Awareness into Action: What Your Community Can Do About Drug Use in America***

Rev. 1991 ed. Rockville, MD: U.S. Dept. of Health and Human Services, c1991

Call Number: HV 5825 1991 FIC

ID Number: 9806528

Subject(s): Evaluation - Program Substance abuse  
Gives examples of successful community prevention programs, as well as guidelines for finding out more about the community's prevention needs and taking action. (Available in Spanish version)

***Turning Vision Into Reality: What the Founding Board Should Know About Starting a Nonprofit Organization***

Johnston, Janis Washington, DC: National Center for Nonprofit Boards, c1999

Call Number: HD 62.6 T955 1999 FIC

ID Number: 9809605

Subject(s): Nonprofit management

A booklet that offers some practical references and guidance to help in making important decisions during the beginning phases of starting a nonprofit organization. Includes bibliographical references.

***Under the Safety Net: The Health and Social Welfare of the Homeless in the United States***

Brickner, Philip W. New York: W.W. Norton & Company, Inc., c1990

Call Number: RA 654.9 H63 U53 1990 FIC

ID Number: 9802817

Subject(s): Homeless Social services

Highlights programs across the nation devoted to the care of the homeless, the dimensions of the problem, remedies and strategies for its solution.

***Understanding Nonprofit Financial Statements: A Primer for Board Members***

Dalsimer, John Paul Washington, DC: National Center for Nonprofit Boards, c1995

Call Number: HD 62.6 D34 1995 FIC

ID Number: 9802806

Subject(s): Nonprofit management

A guide-book for organizations and boards at different stages of development. Also helps large organizations to inform and orient new board members to their financial responsibilities.

***Volunteer Management: Mobilizing All the Resources of the Community***

McCurley, Steve Lynch, Rick Downers Grove, IL: Heritage Arts Publishing, c1996

Call Number: HF 5549.5 V943 L987 1996 FIC

ID Number: 9805384

Subject(s): Volunteerism

Provides volunteer management resources and sample volunteer management policies, forms, and worksheets.

***The Volunteer Recruitment Book***

Ellis, Susan J. 2nd ed. Philadelphia, PA: Energize, c1996

Call Number: HN 49 V64 E444 1996 FIC

ID Number: 9800905

Subject(s): Volunteerism

Explains how it is essential to design the types of volunteer assignments that will attract the most qualified people.

***Volunteerism in an Aging Society***

Chambre, Susan New York: City University of New York, Graduate School and University Center, c1991

Call Number: HN 90 V64 C447v 1991 FIC

ID Number: 9806502

Subject(s): Volunteerism

Discusses reasons for changes in the demand for older volunteers and identifies a number of demographic and social changes that affected the supply of elders willing to spend time in unpaid work.

***Ways to Find Private Sector Funding***

Arlington, VA: Government Information Services, c1990

Call Number: HV 41 W357 1990 c.1 FIC

ID Number: 9801129

Subject(s): Fund-raising Corporate funding  
Foundation funding

Report examines trends in corporate and foundation giving, provides grantseeking tips and techniques. Lists 60 of the top foundations in the country and profiles a handful of the major private donor organizations.

***Ways to Find Private Sector Funding***

Arlington, VA: Government Information Services, c1990

Call Number: HV 41 W357 1990 c.2 FIC

ID Number: 9802796

Subject(s): Fund-raising Foundation funding  
Corporate funding

Report examines trends in corporate and foundation giving, provides grantseeking tips and techniques. Lists 60 of the top foundations in the country and profiles a handful of the major private donor organizations.

***Welcome to the Board: Your Guide to Effective Participation***

Howe, Fisher San Francisco, CA: Jossey-Bass Publishers, c1995

Call Number: HD 62.6 H694 1995 FIC

ID Number: 9800157

Subject(s): Nonprofit management

Explains what is expected when joining a nonprofit board and what it takes to become a good board member. Written for those who are considering membership on a nonprofit board and those already on a board.

***Welfare to Work: Reaching a New Workforce***

Washington, DC: US Dept. of Housing and Urban Development, c2000

Call Number: HD 5725 W445 2000 FIC

ID Number: 9809857

Subject(s): Social services

A guide to access recruiting, training, screening, and support services to obtain able, reliable workers who meet their businesses needs.

***What a Difference Preparation Makes: A Guide to the Nonprofit Audit***

Bremser, Wayne G. Washington, DC: Accountants for the Public Interest, c1992

Call Number: HF 5686 N56 B836 1992 FIC

ID Number: 9802771

Subject(s): Nonprofit management

Provides practical guidance to management and staff of all nonprofits preparing for an audit.

***What It Takes: Structuring Interagency Partnerships to Connect Children and Families with Comprehensive Services***

Melaville, Atelia L. Blank, Martin J. Jan. 1991 ed. Washington, DC: Education and Human Services Consortium, c1991

Call Number: HV 699 1991 FIC

ID Number: 9806521

Subject(s): Evaluation - Program Youth

Describes what the high quality, comprehensive services should entail and focuses on interagency partnerships as a potential key to large scale services.

***Where The Money Is: A Fund Raiser's Guide to the Rich***

Bergan, Helen 2nd ed. Alexandria, VA: BioGuide Press, c1992  
Call Number: HG 177 B48 1992 FIC  
ID Number: 9803617  
Subject(s): Fund-raising  
A guide to prospect and donor research for all kinds of nonprofit organizations.

***Who Gets Grants: Foundation Grants to Nonprofit Organizations***

MacLean, Rebecca McLeod, Denise 5th ed. New York : Foundation Center, c1998  
Call Number: HV 97 A3 W628 1998 FIC  
ID Number: 9801116  
Subject(s): REFERENCE Corporate funding  
Foundation funding Nonprofit management  
Directory of grants given by foundations to nonprofit organizations.

***Winning Federal \$\$\$\$ In The 90's***

Arlington, VA: Government Information Services, c1992  
Call Number: HJ 275 W55 1992 FIC  
ID Number: 9800461  
Subject(s): Federal aid  
Answers grantseekers frequently asked questions as they begin to seek federal dollars or as they strive to improve their grant-getting record.

***Winning Federal Grants for Minorities***

Lytle, David Dana, Carol Arlington, VA: Government Information Services, c1991  
Call Number: HV 41.9 U5 W5 1991 FIC  
ID Number: 9802779  
Subject(s): Federal aid Grantsmanship Proposal writing  
Answers the most crucial and often-asked questions of grantees. Provides the insight needed to develop the most promising proposals.

***Winning Federal Grants: A Guide to the Governments Grant-making Process***

Ramsey, Leslie A. Hale, Phale D. Alexandria, VA: Capitol Publications, c1994  
Call Number: HV 41.2 R183w 1994 FIC  
ID Number: 9802357  
Subject(s): Government funding Federal Aid  
Designed to help cut your way through to the funds needed. Explains every aspect of how federal agencies operate their grant programs, giving grantseekers insight into government processes and showing them how to use the knowledge to their own advantage.

***Winning Grants Step-By-Step***

Carlson, Mim 2nd ed. San Francisco, CA: Jossey-Bass Publishers, c2002  
Call Number: HG 177 C374 2002 FIC  
ID Number: 9810899  
Subject(s): Proposal writing Nonprofit management  
The complete workbook for planning, developing and writing successful proposals.

***Winning Strategies for Developing Grant Proposals***

Washington, DC: Government Information Services, c1999  
Call Number: HG 177 W776 1999 FIC  
ID Number: 9806708  
Subject(s): Grantsmanship Proposal writing  
A guideline for writing proposals and specific instructions for creating proposals for private sector sources and federal agencies.

***Writing Grant Proposals That Win***

Hale, Phale D. 2nd ed. Alexandria, VA : Capitol Publications, c1992  
Call Number: HG 177 H35 1997 FIC  
ID Number: 9800485  
Subject(s): Grantsmanship Proposal writing  
Provides grant writing on fundamentals and illustrates how the proposal writer can shape the basic form into a well-organized document that is unique and appealing to the reader.

***Writing Proposals for Grants of Less Than \$25,000***

Arlington, VA: Government Information Services, c1990  
Call Number: HG 177.5 U6 W75 1990 FIC  
ID Number: 9802780  
Subject(s): Grantsmanship Proposal writing  
Provides tips for grant seekers to follow for seeking grants of less than \$25,000.

***Writing Proposals for HIV/AIDS Prevention Grants***

Washington, DC: The United States Conference of Mayors, c2003  
Call Number: RA 644 W956t 2003 FIC  
ID Number: 9810855  
Subject(s): Grantsmanship  
This report serves as a basic guide to proposal writing for staff of community-based organizations and health departments applying for HIV Prevention funding.



# Subject Index

## Collaborations

*Collaborating: Finding Common Ground for Multiparty Problems, 6*  
*Collaboration: What Makes it Work, 6*  
*Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey, 6*  
*Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference, 6*

## Communication

*37 Quick and Easy Tips You Can Use to Keep Your Customers, 1*  
*The 76 Most-Common Grammar Errors and How to Avoid Them, 1*  
*Communicating Effectively 300+ Ideas That Work, 6*  
*Dear Friend: Mastering the Art of Direct Mail Fund Raising, 8*  
*The Executive's Guide to Successful Presentations, 10*  
*Glossary of Misused Words & Phrases, 15*  
*How to Create and Use Solid Gold Fund-Raising Letters, 20*  
*How to Deal with People on the Job: The Best Ideas in Person-To-Person Communication, 21*  
*How to Get Results with Business Writing, 21*  
*How to Unlock the Power of Teamwork, 21*  
*How to Write Powerful Fund Raising Letters, 21*  
*Making Direct Response Fund Raising Pay Off, 24*  
*Teach Yourself to Write Irresistible Fund-raising Letters, 35*

## Corporate Funding

*Analysis of Texas Foundations, 3*  
*Corporate Foundation Profiles, 7*  
*Corporate Giving Directory, 7*  
*Ethics in Grantmaking & Grantseeking: Making Philanthropy Better, 10*  
*Evaluation Essentials for Small Private Foundations, 10*  
*The Foundation 1000, 12*  
*The Foundation Center's Guide to Proposal Writing, 12*  
*Foundation Center's User-Friendly Guide: A Grantseeker's Guide To Resources, 12*  
*The Foundation Directory, 12*  
*The Foundation Directory Part 2, 12*  
*The Foundation Directory Supplement, 12*  
*Foundation Giving Trends: Update on Funding Priorities, 12*

*The Foundation Grants Index, 13*  
*The Foundation Grants Index - Quarterly, 13*  
*Foundation Grants to Individuals, 13*  
*Foundation Growth and Giving Estimates, Foundation Reporter, 13*  
*Foundation Reporting: Update on Public Reporting Trends of Private and Community Foundations, 13*  
*Foundation Yearbook: Facts and Figures on Private and Community Foundations, 13*  
*Grant Proposals That Succeeded, 17*  
*The Grantseeker's Handbook of Essential Internet Sites, 17*  
*Guide to Grantseeking on the Web, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 1 - The Foundations, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 2 - The Foundations, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 3 - The Indexes, 19*  
*HIV/AIDS Funding Resource Guide, 19*  
*The How to Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 21*  
*How to Write Successful Corporate Appeals--With Full Examples, 22*  
*National Directory of Corporate Giving: A Guide to Corporate Giving Programs and Corporate Foundations, 25*  
*National Directory of Grantmaking Public Charities, 25*  
*National Guide to Funding for the Economically Disadvantaged, 25*  
*National Guide to Funding in AIDS, 26*  
*National Guide to Funding in Health, 26*  
*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy, 30*  
*Rural Health Services Funding: A Resource Guide, 32*  
*Secrets of Winning Grants from Corporations and Foundations, 33*  
*Sources of Operating Grants, 33*  
*Spotlight on Corporate Philanthropy: Profiles of Recent Giving, 33*  
*Successful Grant Writing Tips - The Manual, 35*  
*Tapping Private Sector Funding, 35*  
*Ways to Find Private Sector Funding, 37*  
*Who Gets Grants: Foundation Grants to Nonprofit Organizations, 38*

## Evaluation - Program

*AIDS Health Services at the Crossroads Lessons for Community Care, 2*  
*AIDS Service Demonstration Programs: 3-Year Report, 2*  
*Balanced Scoreboard Step-by-Step for Government and Nonprofit Agencies, 3*  
*Community Assessment, Health Care and You: A Handbook for the Concerned Rural Texas, 6*

*Community-Based AIDS Prevention Among Intravenous Drug Users and Their Sexual Partners the Many Faces of HIV Disease, 6*  
*Cultural Competence for Evaluators, 8*  
*Effective Evaluation: A Systematic Approach for Grant seekers and Project Managers, 9*  
*Evaluating Comprehensive Community Change, 10*  
*An Evaluation Report on the Drug Alliance Program: Activities in Neighborhood-Based Illicit Drug Abuse Prevention, 10*  
*Extent and Adequacy of Insurance Coverage for Substance Abuse Services: Institute of Medicine Report: Treating Drug Problems, 11*  
*The Grantseeker's Guide to Project Evaluation, 17*  
*The Grant Winner's Toolkit: Project Management and Evaluation, 15*  
*Handbook of Practical Program Evaluation, 19*  
*How Good is Your Drug Abuse Treatment Program? A Guide to Evaluation, 20*  
*How Good is Your Drug Abuse Treatment Program? A Resource Manual, 20*  
*How Good is Your Drug Abuse Treatment Program? Looseleaf Worksheets and Agendas, 20*  
*How Good is Your Drug Abuse Treatment Program? Overview and Case Study, 20*  
*The Nonprofit Board's Role in Planning and Evaluation, 26*  
*Outcasts on Main Street: Report of the Federal Task Force on Homelessness and Severe Mental Illness, 28*  
*Parental Awareness and Responsibility: A Case Study of a Program to Prevent and Treat Alcohol and Other Drug Problems, 28*  
*Priority Home! The Federal Plan to Break the Cycle of Homelessness, 30*  
*Quality Improvement in Rural Hospitals: How Networking Can Help, 31*  
*A Report on Homeless Assistance Policy and Practice In the Nation's Five Largest Cities, 32*  
*A Report on the 1988 National Survey of Shelters for the Homeless, 32*  
*Responding to Drug Use and Violence: Helping People, Families, and Communities, 32*  
*Turning Awareness into Action: What Your Community Can Do About Drug Use in America, 36*  
*What It Takes: Structuring Interagency Partnerships to Connect Children and Families with Comprehensive Services, 37*

## **Federal Aid**

*91 Proven Tips and Secrets for Winning Grant \$\$\$, 1*  
*Catalog of Federal Domestic Assistance, 5*  
*Everything You Wanted to Know About the NCI Grants Process But were Afraid to Ask, 10*  
*Federal Funding Opportunities Under the Clinton Administration Special Report, 11*  
*Federal Funding to Fight AIDS: A Guide to Federal Grants to Battle the Epidemic, 11*

*Grant Writing Seminar, 16*  
*Grant Proposals That Succeeded, 17*  
*Grantseeker's Guidebook Tips, Trends and Resources for Winning and Managing Federal Funds, 17*  
*Guide to Federal Funding for Governments & Nonprofits, 18*  
*Health Funding Options for Rural Communities, 19*  
*HIV/AIDS Funding Resource Guide, 19*  
*The HIV/AIDS Housing Handbook: Federal Resources Available to Meet the Housing Needs of People with HIV/AIDS, 19*  
*How the Federal Government Dispenses Money, Grants and Federal Aid, 20*  
*The How to Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 21*  
*An Insider's Guide to Writing Proposals for Federal Dollars, 22*  
*Loans & Grants From Uncle Sam: Am I Eligible and for How Much? 24*  
*Making the Grant Process Work: A Collection of Federal Administrative Guidelines, 24*  
*Referral Guidelines for Funding Components of Public Health Service (PHS), 32*  
*Rural Health Services Funding: A Resource Guide, 32*  
*Substance Abuse Funding, A Look at Grant-Writing Proposals, 34*  
*Successful Grant Writing Tips - The Manual, 35*  
*Winning Federal \$\$\$ in the 90's, 38*  
*Winning Federal Grants: A Guide to the Governments Grant-Making Process, 38*  
*Winning Federal Grants for Minorities, 38*

## **Financial Aid**

*Assets & Options: A Rural Grantsmanship Education Program, 3*  
*Catalog of Federal Domestic Assistance, 5*  
*College Student's Guide to Merit and Other No-Need Funding 1996-1998, 6*  
*Directory of Financial AIDS for Women, 8*  
*Loans & Grants From Uncle Sam: Am I Eligible and for How Much? 24*  
*Making the Grant Process Work: A Collection of Federal Administrative Guidelines, 24*

## **Foundation Funding**

*AIDS Funding: A Guide to Giving by Foundations & Charitable Organizations, 2*  
*Analysis of Texas Foundations, 3*  
*Corporate Foundation Profiles, 7*  
*Directory of Biomedical and Health Care Grants, 8*  
*Directory of Building and Equipment Grants, 8*  
*Directory of Computer and High Technology Grants, 8*  
*Directory of Dallas County Foundations, 8*

*Directory of Grants for Organizations Serving People with Disabilities, 9*  
*Directory of Operating Grants, 9*  
*Directory of Program Grants, 9*  
*Directory of Tarrant, Denton, Wise, Parker, Hood & Johnson County Grantmakers, 9*  
*Directory of Texas Foundations, 9*  
*Evaluation Essentials for Small Private Foundations, 10*  
*First Steps in Starting a Foundation, 11*  
*The Foundation 1000, 12*  
*The Foundation Center's Guide to Proposal Writing, 12*  
*Foundation Center's User-Friendly Guide: A Grantseeker's Guide To Resources, 12*  
*The Foundation Directory, 12*  
*The Foundation Directory Part 2, 12*  
*The Foundation Directory Supplement, 12*  
*Foundation Fundamentals: A Guide for Grant Seekers, 12*  
*Foundation Giving Trends: Update on Funding Priorities, 12*  
*The Foundation Grants Index - Quarterly, 13*  
*The Foundation Grants Index, 13*  
*Foundation Grants to Individuals, 13*  
*Foundation Growth and Giving Estimates, 13*  
*Foundation Reporter, 13*  
*Foundation Reporting: Update on Public Reporting Trends of Private and Community Foundations, 13*  
*Foundation Staffing: Update on Staffing Trends of Private and Community Foundations, 13*  
*Foundation Yearbook: Facts and Figures on Private and Community Foundations, 13*  
*Grant\$ for Children and Youth, 16*  
*Grant\$ for Hospitals, Medical Care and Medical Research, 16*  
*Grant\$ for Public Health and Diseases, 16*  
*Grant\$ for the Aging, 17*  
*Grant Proposals That Succeeded, 17*  
*Grantmakers Directory: A Resource for Social Change Funders & Grantseekers, 17*  
*The Grantseeker's Handbook of Essential Internet Sites, 17*  
*Guide to Grantseeking on the Web, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 1 - The Foundations, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 2 - The Foundations, 18*  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 3 - The Indexes, 19*  
*HIV/AIDS Funding Resource Guide, 19*  
*How Foundations Work: What Grantseekers Need to Know About the Many Faces of Foundations, 20*  
*The How to Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 21*  
*National Directory of Corporate Giving: A Guide to Corporate Giving Programs and Corporate Foundations, 25*  
*National Directory of Grantmaking Public Charities, 25*

*National Guide to Funding for the Economically Disadvantaged, 25*  
*National Guide to Funding in AIDS, 26*  
*National Guide to Funding in Health, 26*  
*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy, 30*  
*Rural Health Services Funding: A Resource Guide, 32*  
*Secrets of Winning Grants from Corporations and Foundations, 33*  
*Sources of Operating Grants, 33*  
*Successful Grant Writing Tips - The Manual, 35*  
*Tapping Private Sector Funding, 35*  
*Ways to Find Private Sector Funding, 37*  
*Who Gets Grants: Foundation Grants to Nonprofit Organizations, 38*

## **Fund-raising**

*101 Ways to Raise Resources, 1*  
*Accent on Recognition: Saying Thank You to Donors and Volunteers, 1*  
*An Advocate's Guide to Fund Raising, 2*  
*The Art of Fund Raising: The Classic Primer Fully Revised, Updated and Expanded, 3*  
*The Art of Fund-Raising: What Every Health Care Trustee Needs to Know, 3*  
*The Art of Planned Giving: Understanding Donors and the Culture of Giving, 3*  
*The Art of Raising Money, 3*  
*The Artful Journey: Cultivating and Soliciting the Major Gift, 3*  
*Beyond Fund Raising: New Strategies for Nonprofit Innovation and Investment, 4*  
*Big Gifts, 4*  
*Black Tie Optional, 4*  
*The Board Member's Guide to Fund Raising, 4*  
*Cash Now: A Manual of Twenty-Nine Successful Fundraising Events, 5*  
*Changing Demographics: Fund Raising in the 1990s Using Demographics and Psychographics to Improve Your Fund Raising Efforts, 5*  
*The Complete Book of Model Fund-raising Letters, 7*  
*The Complete Guide to Fund-raising Management, 7*  
*The Complete Guide to Getting a Grant: How to Turn Your Ideas into Dollars, 7*  
*The Complete Guide to Planned Giving, 7*  
*Conducting a Successful Capital Campaign, 7*  
*Dear Friend: Mastering the Art of Direct Mail Fund Raising, 8*  
*Demystifying Grant Seeking: What You Really Need To Do To Get Grants, 8*  
*Designs for Fund-raising, 8*  
*Doing Planned Giving Better, 9*  
*Dynamic Fund Raising Projects, 9*  
*The Effective Nonprofit Board: Responsibilities & Recruitment, 10*  
*Ethics in Grantmaking & Grantseeking: Making Philanthropy Better, 10*

*Finding Funding: The Comprehensive Guide to Grant Writing, 11*  
*The Fund Raiser's Guide to Successful Campaigns, 13*  
*The Fund Raiser's Guide to the Internet, 14*  
*Fund-raising and the Nonprofit Board Member, 14*  
*Fund-raising Cost Effectiveness, 14*  
*Fundraising for Dummies, 14*  
*Fundraising Fundamentals: A Guide to Annual Giving for Professionals and Volunteers, 14*  
*Fundraising for Nonprofit Groups, 14*  
*The Fund-raising Handbook, 14*  
*Fund-raising Letter Collection, 14*  
*Fundraising on the Internet: How to Use the Internet to Raise Funds and Sharpen Your Fundraising Skills, 14*  
*Fundraising on the Internet: Recruiting and Renewing Donors Online, 15*  
*Fundraising on the Internet: The*  
*Ephilanthropyfoundation.org's Guide to Success Online, 15*  
*Fundraising Responsibilities of Nonprofit Boards, 15*  
*Gaining More Planned Gifts, 15*  
*Games for Fundraising, 15*  
*Getting Going in Planned Giving, 15*  
*Getting to Yes in Fund Raising, 15*  
*Global Demographics: Fund Raising for a New World, 15*  
*The Grantseeker's Answerbook: Fundraising Experts Respond to the Most Commonly Asked Questions, 17*  
*Grantsmanship and Fund Raising, 18*  
*Grassroots Grants: An Activist's Guide to Proposal Writing, 18*  
*How to Create and Use Solid Gold Fund-Raising Letters, 20*  
*How to Raise More Money for Your Healthcare Organization, 21*  
*How to Write Powerful Fund Raising Letters, 21*  
*How to Write Successful Fundraising Letters: Sample Letters, Styletips, Useful Hints, Real-world Examples, 22*  
*I'll Grant You That: A Step-by-step Guide to Finding Funds, Designing Winning Projects, Writing Powerful Grant Proposals, 22*  
*It's a Great Day to Fund-Raise, 22*  
*Major Donors: The Key to Successful Fundraising, 24*  
*Making Direct Response Fund Raising Pay Off, 24*  
*Megagifts: Who Gives Them, Who Gets Them, 25*  
*The Nonprofit Handbook - Fund Raising, 26*  
*The Nonprofit Handbook: Management, 27*  
*On My Way in Planned Giving, 28*  
*Planned Giving: A Board Member's Perspective, 29*  
*Planned Giving for Small Nonprofits, 29*  
*Planned Giving - Management, Marketing, and Law, 29*  
*Planned Giving - Management, Marketing, and Law, Supplement, 29*  
*Planned Giving for the One Person Development Office, 29*  
*Planned Giving Simplified: The Gift, The Giver, and The Gift Planner, 29*  
*Power Funding: Gaining Access to Power, Influence and Money In Your Community, 30*

*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy, 30*  
*The Proposal Writer's Swipe File: 15 Winning Fund-Raising Proposals-- Prototypes of Approaches, Styles, and Structures, 30*  
*Prospect Research: A How-To Guide, 31*  
*Raise More Money for Your Nonprofit Organization, 31*  
*Raising Money & Having Fun (Sort of): A How-To Book for Small Nonprofit Groups, 31*  
*Reinventing Fundraising: Realizing the Potential of Women's Philanthropy, 32*  
*The Seven Faces of Philanthropy - A New Approach to Cultivating Major Donors, 33*  
*Start at Square One: Starting and Managing the Planned Gift Program, 33*  
*Storytelling for Grantseekers: The Guide to Creative Nonprofit Fundraising, 34*  
*Successful Fundraising: A Complete Handbook for Volunteers and Professionals, 35*  
*Successful Grant Writing Tips - The Manual, 35*  
*Take the Fear Out of Asking for Major Gifts, 35*  
*Teach Yourself to Write Irresistible Fund-Raising Letters, 35*  
*Ten Steps to Fundraising Success: Choosing the Right Strategy for Your Organization, 36*  
*Ways to Find Private Sector Funding, 37*  
*Where the Money Is: A Fund Raiser's Guide to the Rich, 38*

## **Grantsmanship**

*Assets & Options: A Rural Grantsmanship Education Program, 3*  
*Basic Tips for Grantees, 3*  
*The Complete Guide to Getting a Grant: How to Turn Your Ideas Into Dollars, 7*  
*Demystifying Grant Seeking: What You Really Need To Do To Get Grants, 8*  
*Directory of Biomedical and Health Care Grants, 8*  
*Directory of Building and Equipment Grants, 8*  
*Directory of Computer and High Technology Grants, 8*  
*Directory of Dallas County Foundations, 8*  
*Directory of Financial AIDS for Women, 8*  
*Directory of Grants for Organizations Serving People with Disabilities, 9*  
*Directory of Operating Grants, 9*  
*Directory of Program Grants, 9*  
*Directory of Texas Foundations, 9*  
*The Effective Grant Office: Streamlining Grants Development and Management, 9*  
*Ethics in Grantmaking & Grantseeking: Making Philanthropy Better, 10*  
*Everything You Wanted to Know About the NCI Grants Process But were Afraid to Ask, 10*  
*Finding Funding: The Comprehensive Guide to Grant Writing, 11*  
*First Steps in Starting a Foundation, 11*  
*The Foundation Center's Guide to Proposal Writing, 12*

*The Foundation Center's User-friendly Guide: A Grantseeker's Guide to Resources, 12*  
*Foundation Fundamentals: A Guide for Grant Seekers, 12*  
*From Idea to Funded Project: Grant Proposals That Work, 13*  
*Getting Funded: A Complete Guide to Writing Grant Proposals, 15*  
*Grant Funding for Elderly Health Services, 15*  
*Grant Tips, 16*  
*Grant Seeker's Budget Toolkit, 16*  
*Grant Winner's Toolkit: Project Management and Evaluation, 16*  
*Grant Writing: Strategies for Developing Winning Proposals, 16*  
*Grant Writing Basics, 16*  
*Grant Writing for Dummies, 16*  
*Grant Writing for Health Professionals, 16*  
*Grant Writing Seminar, 16*  
*Grant Writing Tips for Nurses and Other Health Professionals, 16*  
*Grant\$ for Children and Youth, 16*  
*Grant\$ for Hospitals, Medical Care and Medical Research, 16*  
*Grant\$ for Public Health and Diseases, 16*  
*Grant\$ for the Aging, 17*  
*Grantmakers Directory: A Resource for Social Change Funders & Grantseekers, 17*  
*The Grants Management Kit, 17*  
*Grant Proposals That Succeeded, 17*  
*The Grantseeker's Answerbook: Fundraising Experts Respond to the Most Commonly Asked Questions, 17*  
*Grantseeker's Guidebook Tips, Trends and Resources for Winning and Managing Federal Funds, 17*  
*The Grantseeker's Handbook of Essential Internet Sites, 17*  
*Grantseeker's Toolkit: A Comprehensive Guide to Finding Funding, 17*  
*Grantseeking: A Step-by-Step Approach, 17*  
*The Grantsmanship Book, 18*  
*Grantsmanship and Fund Raising, 18*  
*Guide to Grantseeking on the Web, 18*  
*Guide to Private-Sector Grantseeking, 18*  
*Handbook for Writing Proposals, 19*  
*Health Funds Grants Resources Yearbook, 19*  
*How to Become a Grant Writing Consultant: A Start-up Guide for Your Home-based Business, 20*  
*The How to Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 21*  
*I'll Grant You That: A Step-by-step Guide to Finding Funds, Designing Winning Projects, Writing Powerful Grant Proposals, 22*  
*National Guide to Funding in AIDS, 26*  
*Outcome Funding: A New Approach to Targeted Grantmaking, 28*  
*Power Funding: Gaining Access to Power, Influence and Money In Your Community, 30*  
*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy, 30*

*Proposal Writing, 31*  
*Prospect Research: A How-To Guide, 31*  
*Secrets of Winning Grants from Corporations and Foundations, 33*  
*Successful Grant Writing: Strategies for Health and Human Service Professionals, 35*  
*Tool for Assessing Startup Organizations: A Due Diligence Supplement for Grantmakers, 36*  
*Winning Federal Grants: A Guide to the Governments Grant-Making Process, 37*  
*Winning Federal Grants for Minorities, 38*  
*Winning Strategies for Developing Grant Proposals, 38*  
*Writing Grant Proposals That Win, 38*  
*Writing Proposals for Grants of Less Than \$25,000, 38*  
*Writing Proposals for HIV/AIDS Prevention Grants, 38*

## **HIV-AIDS**

*AIDS Benefits Handbook, 2*  
*AIDS Funding: A Guide to Giving by Foundations & Charitable Organizations, 2*  
*AIDS Health Services at the Crossroads: Lessons for Community Care, 2*  
*AIDS Service Demonstration Programs: 3-Year Report, 2*  
*AIDS Task Force Report: The AIDS Project, 2*  
*Breaking New Ground: Developing Innovative AIDS Care Residences, 5*  
*Challenges for the Future: Coordinating HIV/AIDS Care and Services in the Next Decade, 5*  
*Community-Based AIDS Prevention Among Intravenous Drug Users and Their Sexual Partners the Many Faces of HIV Disease, 6*  
*Directory of Financial AIDS for Women, 8*  
*Ending the HIV Epidemic: Community Strategies in Disease Prevention and Health Promotion, 10*  
*Federal Funding to Fight AIDS: A Guide to Federal Grants to Battle the Epidemic, 11*  
*Guide to Private-Sector Grantseeking, 18*  
*The Guide to Resources on Women and AIDS, 18*  
*Guide to Selected HIV Services and Materials for Women, 18*  
*HIV/AIDS Funding Resource Guide, 19*  
*The HIV/AIDS Housing Handbook: Federal Resources Available to Meet the Housing Needs of People with HIV/AIDS, 19*  
*How to Write an Effective Grant Proposal, 21*  
*National Guide to Funding in AIDS, 26*  
*Outreach/Risk Reduction Strategies for Changing HIV-Related Risk Behaviors Among Injection Drug Users, 28*  
*Report on International AIDS Grantmaking, 32*  
*Writing Proposals for HIV/AIDS Prevention Grants, 38*

## **Homeless**

*Community Care for Homeless Families: A Program Design Manual, 6*  
*Healthcare for the Homeless Grantee Profiles, 2001, 19*  
*Outcasts on Main Street: Report of the Federal Task Force on Homelessness and Severe Mental Illness, 28*  
*Priority Home! The Federal Plan to Break the Cycle of Homelessness, 30*  
*A Report on Homeless Assistance Policy and Practice In the Nation's Five Largest Cities, 32*  
*A Report on the 1988 National Survey of Shelters for the Homeless, 32*  
*Under the Safety Net: The Health and Social Welfare of the Homeless in the United States, 36*

## **Nonprofit Management**

*Action Handbook for Boards, 1*  
*America's Nonprofit Sector: A Primer, 2*  
*The Artful Journey: Cultivating and Soliciting the Major Gift, 3*  
*Balanced Scoreboard Step-by-Step for Government and Nonprofit Agencies, 3*  
*The Best Ideas in Time Management: How to Deal with Deadlines and Put Time to Work for You, 4*  
*Beyond Fund Raising: New Strategies for Nonprofit Innovation and Investment, 4*  
*Board Assessment of the Chief Executive: A Responsibility Essential to Good Governance, 4*  
*The Board Member's Guide to Fund Raising, 4*  
*The Board Member's Guide to Strategic Planning: A Practical Approach to Strengthening Nonprofit Organizations, 4*  
*Board Overboard: Laughs and Lessons for All But the Perfect Nonprofit, 4*  
*Board Passages: Three Key Stages in a Nonprofit Board's Life Cycle, 4*  
*Boardroom Verities: A Celebration of Trusteeship with Some Guides and Techniques to Govern By, 5*  
*The Board's Role in Effective Volunteer Involvement, 5*  
*Boards That Make A Difference: A New Design for Leadership in Nonprofit and Public Organizations, 5*  
*Building a Better Board, 5*  
*The Chief Executive's Role in Developing the Nonprofit Board, 5*  
*The Complete Book of Model Fund-raising Letters, 7*  
*The Complete Guide to Nonprofit Management, 7*  
*The Complete Guide to Planned Giving, 7*  
*Conducting a Successful Capital Campaign, 7*  
*Creating and Implementing Your Strategic Plan: A Workbook for Public and Nonprofit Organizations, 7*  
*Creating and Renewing Advisory Boards: Strategies for Success, 8*  
*Doing Planned Giving Better, 9*  
*The Drucker Foundation Self-Assessment Tool: Process Guide, 9*

*Effective Evaluation: A Systematic Approach for Grant seekers and Project Managers, 9*  
*The Effective Nonprofit Board: Responsibilities & Recruitment, 10*  
*Evaluation with Power: A New Approach to Organizational Effectiveness, Empowerment, and Excellence, 10*  
*Financial and Accounting Guide for Not-for-Profit Organizations, 11*  
*Financial and Accounting Guide for Not-for-Profit Organizations: Cumulative Supplement, 11*  
*Financial and Strategic Management for Nonprofit Organizations, 11*  
*Financial Planning for Nonprofit Organizations, 11*  
*Financial Responsibilities of Nonprofit Boards, 11*  
*Five Most Important Questions You Will Ever Ask About Your Nonprofit Organization: Participant's Workbook, 12*  
*Foundation Staffing: Update on Staffing Trends of Private and Community Foundations, 13*  
*Fund-raising and the Nonprofit Board Member, 14*  
*Fundraising Responsibilities of Nonprofit Boards, 15*  
*Gaining More Planned Gifts, 15*  
*Getting Going in Planned Giving, 15*  
*The Grants Management Kit, 17*  
*Guide to Federal Funding for Governments & Nonprofits, 18*  
*Guidebook for Directors of Nonprofit Corporations, 19*  
*Handbook of Practical Program Evaluation, 19*  
*How to Form a Nonprofit Corporation, 21*  
*How to Help Your Board Govern More and Manage Less, 21*  
*How to Manage Conflicts of Interest: A Guide for Nonprofit Boards, 21*  
*How to Unlock the Power of Teamwork, 21*  
*Innovative Compensation Practices In The Nonprofit Sector, 22*  
*It's a Great Day to Fund-Raise, 22*  
*Joint Ventures Involving Tax-Exempt Organizations, 22*  
*The Jossey-Bass Handbook of Nonprofit Leadership and Management, 22*  
*The Law of Tax-Exempt Organizations, 23*  
*The Law of Tax-Exempt Organizations - Cumulative Supplement, 23*  
*Leadership Roles in Nonprofit Governance, 23*  
*The Legal Answer Book for Nonprofit Organizations, 23*  
*Legal and Fiscal Responsibilities for Nonprofit Board of Directors, 23*  
*The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members, 23*  
*Legal Responsibilities of Nonprofit Boards, 23*  
*Managing a Nonprofit Organization in the Twenty-First Century, 24*  
*Managing Change in the Nonprofit Sector, 24*  
*Managing Nonprofit Funding Relations: Case Studies of Six Human Service Organizations, 24*  
*Managing Nonprofit Organizations in the 21st Century, 24*

*Managing the Non-profit Organization: Practices and Principles, 24*

*Marketing Workbook for Nonprofit Organizations Volume I: Develop the Plan, 25*

*Marketing Workbook for Nonprofit Organizations Volume II: Mobilize People for Marketing Success, 25*

*Megagifts: Who Gives Them, Who Gets Them, 25*

*The Membership Mystique, 25*

*Mission-Based Management: Leading Your Not-For-Profit into the 21st Century, 25*

*The New Publicity Kit, 26*

*No Miracles for Hire: How to Get Real Value from Your Consultant, 26*

*Nonprofit Board Answer Book: Practical Guide for Board Members and Chief Executives, 26*

*Nonprofit Board Answer Book II: Beyond the Basics, 26*

*The Nonprofit Board's Guide to Bylaws: Creating a Framework for Effective Governance, 26*

*The Nonprofit Board's Role in Planning and Evaluation, 26*

*The Nonprofit Board's Role in Risk Management: More Than Buying Insurance, 26*

*The Nonprofit Board's Role in Setting and Advancing the Mission, 27*

*The Nonprofit Board's Role in Strategic Planning, 27*

*Nonprofit Boards: Roles, Responsibilities, and Performance, 27*

*Nonprofit Boards That Work: The End of One-Size-Fits-All Governance, 27*

*Nonprofit Boards: What to Do and How to Do It, 27*

*Nonprofit Corporations, Organizations, & Associations, 27*

*Nonprofit Organization Management: Forms, Checklists, & Guidelines, 27*

*Nonprofit Organization Operating Manual: Planning for Survival and Growth, 27*

*Not on This Board You Don't: Making Your Trustees More Effective, 27*

*Not-for-profit GAAP, 27*

*Not-for-profit Reporting - GAAP, Tax, Financial, and Regulatory Requirements, 28*

*On My Way in Planned Giving, 28*

*Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff, 28*

*Plain Talk About Grants, 29*

*Planned Giving: A Board's Member's Perspective, 29*

*Planned Giving - Management, Marketing, and Law, 29*

*Planned Giving - Management, Marketing, and Law, Supplement, 29*

*Planning Successful Board Retreats: A Guide for Board Members and Chief Executives, 30*

*Policy vs. Paper Clips: Selling the Corporate Model to Your Nonprofit Board, 30*

*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy, 30*

*Proof Positive: Developing Significant Volunteer Record Keeping Systems, 30*

*Quality Management in the Nonprofit World: Combining Compassion and Performance to Meet Client Needs and Improve Finances, 31*

*Raise More Money for Your Nonprofit Organization, 31*

*Raising Money & Having Fun (Sort of): A How-To Book for Small Nonprofit Groups, 31*

*Reengineering Your Nonprofit Organization: A Guide to Strategic Transformation, 32*

*Reinventing Your Board: A Step-by-Step Guide to Implementing Policy Governance, 32*

*The Second Legal Answer Book for Nonprofit Organizations, 33*

*Secrets of Motivation: How to Get and Keep Volunteers and Paid Staff, 33*

*Staff Screening Tool Kit: Keeping the Bad Apples Out of Your Organization, 33*

*Start at Square One: Starting and Managing the Planned Gift Program, 33*

*Starting and Managing a Nonprofit Organization: A Legal Guide, 33*

*Starting and Running a Nonprofit Organization, 34*

*State Liability Laws for Charitable Organizations and Volunteers, 34*

*Strategic Alliances Among Health And Human Services Organizations, 34*

*Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement, 34*

*Strategic Planning Workbook for Nonprofit Organizations, 34*

*Streetsmart Financial Basics for Nonprofit Managers, 34*

*Structures and Practices of Nonprofit Boards, 35*

*Successful Marketing Strategies for Nonprofit Organizations, 35*

*Tax Planning and Compliance for Tax-Exempt Organizations: Forms, Checklist, Procedures, 35*

*Ten Basic Responsibilities of Nonprofit Boards, 36*

*Tool for Assessing Startup Organizations: A Due Diligence Supplement for Grantmakers, 36*

*Turning Vision Into Reality: What the Founding Board Should Know About Starting a Nonprofit Organization, 36*

*Understanding Nonprofit Financial Statements: A Primer for Board Members, 37*

*Welcome to the Board: Your Guide to Effective Participation, 37*

*What a Difference Preparation Makes: A Guide to the Nonprofit Audit, 37*

*Who Gets Grants: Foundation Grants to Nonprofit Organizations, 38*

*Winning Grants Step-By-Step, 38*

## **Proposal Writing**

*91 Proven Tips and Secrets for Winning Grant \$\$\$*, **1**  
*Demystifying Grant Seeking: What You Really Need To Do To Get Grants*, **8**  
*Finding Funding: The Comprehensive Guide to Grant Writing*, **11**  
*The Foundation Center's Guide to Proposal Writing*, **12**  
*The Foundation Center's User-friendly Guide: A Grantseeker's Guide to Resources*, **12**  
*From Idea to Funded Project: Grant Proposals That Work*, **13**  
*Getting Funded: A Complete Guide to Writing Grant Proposals*, **15**  
*Grant Writing: Strategies for Developing Winning Proposals*, **16**  
*Grant Seeker's Budget Toolkit*, **16**  
*Grant Writing Basics*, **16**  
*Grant Writing for Dummies*, **16**  
*Grant Writing for Health Professionals*, **16**  
*Grant Writing Seminar*, **16**  
*Grant Writing Tips for Nurses and Other Health Professionals*, **16**  
*Grant Proposals That Succeeded*, **17**  
*The Grantseeker's Answerbook: Fundraising Experts Respond to the Most Commonly Asked Questions*, **17**  
*The Grantsmanship Book*, **18**  
*Grantsmanship and Fund Raising*, **18**  
*Grassroots Grants: An Activist's Guide to Proposal Writing*, **18**  
*Guide to Private-Sector Grantseeking*, **18**  
*Handbook for Writing Proposals*, **19**  
*How to Become a Grant Writing Consultant: A Start-up Guide for Your Home-based Business*, **20**  
*How to Write an Effective Grant Proposal*, **21**  
*How to Write Successful Corporate Appeals--with Full Examples*, **22**  
*I'll Grant You That: A Step-by-step Guide to Finding Funds, Designing Winning Projects, Writing Powerful Grant Proposals*, **22**  
*An Insider's Guide to Writing Proposals for Federal Dollars*, **22**  
*Making the Grant Process Work: A Collection of Federal Administrative Guidelines*, **24**  
*Outcome Funding: A New Approach to Targeted Grantmaking*, **28**  
*Plain Talk About Grants*, **29**  
*The Professionals' Guide to Fund-Raising, Corporate Giving, and Philanthropy*, **30**  
*Proposal Planning and Writing*, **30**  
*The Proposal Writer's Swipe File: 15 Winning Fund-Raising Proposals-- Prototypes of Approaches, Styles, and Structures*, **30**  
*Proposal Writing*, **31**  
*Proposal Writing: The Art of Friendly and Winning Persuasion*, **31**  
*Storytelling for Grantseekers: The Guide to Creative Nonprofit Fundraising*, **34**

*Substance Abuse Funding, A Look at Grant-Writing Proposals*, **34**  
*Successful Grant Writing Tips - The Manual*, **35**  
*Tips From Proposal Reviewers*, **36**  
*Winning Federal Grants for Minorities*, **38**  
*Winning Grants Step-By-Step*, **38**  
*Winning Strategies for Developing Grant Proposals*, **38**  
*Writing Grant Proposals That Win*, **38**  
*Writing Proposals for Grants of Less Than \$25,000*, **38**  
*Writing Proposals for HIV/AIDS Prevention Grants*, **38**

## **Reference**

*AIDS Funding: A Guide to Giving by Foundations & Charitable Organizations*, **2**  
*Analysis of Texas Foundations*, **3**  
*Catalog of Federal Domestic Assistance*, **5**  
*Corporate Foundation Profiles*, **7**  
*Corporate Giving Directory*, **7**  
*Directory of Biomedical and Health Care Grants*, **8**  
*Directory of Dallas County Foundations*, **8**  
*Directory of Tarrant, Denton, Wise, Parker, Hood & Johnson County Grantmakers*, **9**  
*Directory of Texas Foundations*, **9**  
*The Foundation 1000*, **12**  
*The Foundation Directory*, **12**  
*The Foundation Directory Part 2*, **12**  
*The Foundation Directory Supplement*, **12**  
*The Foundation Grants Index - Quarterly*, **13**  
*The Foundation Grants Index*, **13**  
*Foundation Grants to Individuals*, **13**  
*Foundation Reporter*, **13**  
*Foundation Yearbook: Facts and Figures on Private and Community Foundations*, **13**  
*Guide to Federal Funding for Governments & Nonprofits*, **18**  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 1 - The Foundations*, **18**  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 2 - The Foundations*, **18**  
*Guide to U.S. Foundations, their Trustees, Officers, and Donors, Volume 3 - The Indexes*, **19**  
*National Directory of Corporate Giving: A Guide to Corporate Giving Programs and Corporate Foundations*, **25**  
*National Directory of Grantmaking Public Charities*, **25**  
*National Guide to Funding for the Economically Disadvantaged*, **25**  
*National Guide to Funding in AIDS*, **26**  
*National Guide to Funding in Health*, **26**  
*Referral Guidelines for Funding Components of Public Health Service (PHS)*, **32**  
*Sources of Operating Grants*, **33**  
*Who Gets Grants: Foundation Grants to Nonprofit Organizations*, **38**



## **Rural**

*Assets & Options: A Rural Grantsmanship Education Program, 3*  
*Community Assessment, Health Care and You: A Handbook for the Concerned Rural Texas, 6*  
*Health Funding Options for Rural Communities, 19*  
*Quality Improvement in Rural Hospitals: How Networking Can Help, 31*  
*Rural Health Services Funding: A Resource Guide, 32*

## **Social Services**

*Adolescent Pregnancy Prevention: A Guidebook for Communities, 1*  
*An Advocate's Guide to Improving Education, 2*  
*An Advocate's Guide to Using Data, 2*  
*Chronic Care in America: A 21st Century Challenge, 6*  
*Funders' Guide Manual: A Guide to Prevention Programs in Human Services - Focus on Children and Adolescents, 14*  
*Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support, 19*  
*Improving Health Programs For Low-Income Youths, 22*  
*Lady Bountiful Revisited: Women, Philanthropy, and Power, 23*  
*Managing Corporate Support: Responses to Challenging Times, 24*  
*Partnerships Against Violence: Information Sources, Funding, and Technical Assistance/Resource Guide, 29*  
*Partnerships Against Violence: Promising Programs/Resource Guide, 29*  
*Pass It On Volunteer Recruitment Manual: Outreach to African-American, Latino/A and Other Diverse Populations, 29*  
*Ready to Learn: A Mandate for the Nation, 31*  
*Referral Guidelines for Funding Components of Public Health Service (PHS), 32*  
*Remaking America: How the Benevolent Traditions of Many Cultures are Transforming Our National Life, 32*  
*Serving Those in Need: A Handbook for Managing Faith-Based Human Services Organizations, 33*  
*Success 1990: Innovation and Excellence In Public Human Services, 35*  
*Under the Safety Net: The Health and Social Welfare of the Homeless in the United States, 36*  
*Welfare to Work: Reaching a New Workforce, 37*

## **Substance Abuse**

*Adolescents at Risk: Prevalence and Prevention, 2*  
*Background Papers on Drug Abuse Financing and Services Research, 3*  
*Community-Based AIDS Prevention Among Intravenous Drug Users and Their Sexual Partners the Many Faces of HIV Disease, 6*  
*Cultural Competence for Evaluators, 8*  
*Drug Prevention Curricula: A Guide to Selection and Implementation, 9*  
*An Evaluation Report on the Drug Alliance Program: Activities in Neighborhood-Based Illicit Drug Abuse Prevention, 10*  
*Extent and Adequacy of Insurance Coverage for Substance Abuse Services Institute of Medicine Report: Treating Drug Problems, 11*  
*Funders' Guide Manual: A Guide to Prevention Programs in Human Services - Focus on Children and Adolescents, 14*  
*How Good is Your Drug Abuse Treatment Program? A Guide to Evaluation, 20*  
*How Good is Your Drug Abuse Treatment Program? A Resource Manual, 20*  
*How Good is Your Drug Abuse Treatment Program? Looseleaf Worksheets and Agendas, 20*  
*How Good is Your Drug Abuse Treatment Program? Overview and Case Study, 20*  
*Legal Issues for Alcohol and Other Drug Use Prevention and Treatment Programs Serving High-Risk Youth, 23*  
*OSAP Prevention Monograph: Working with Youth in High-Risk Environments Experiences in Prevention, 28*  
*Outreach/Risk Reduction Strategies for Changing HIV-Related Risk Behaviors Among Injection Drug Users, 28*  
*Parent Training is Prevention: Preventing Alcohol and other Drug Problems Among Youth in the Family, 28*  
*Parental Awareness and Responsibility: A Case Study of a Program to Prevent and Treat Alcohol and Other Drug Problems, 28*  
*Prevention Plus III: Assessing Alcohol and Other Drug Prevention Programs at the School and Community Level, 30*  
*Responding to Drug Use and Violence: Helping People, Families, and Communities, 32*  
*Substance Abuse and Addiction, 34*  
*Substance Abuse and Addiction Summary, 34*  
*Substance Abuse Funding. A Look at Grant-Writing Proposals, 34*  
*Turning Awareness into Action: What Your Community Can Do About Drug Use in America, 36*

## **Texas**

*Analysis of Texas Foundations, 3*  
*Community Assessment, Health Care and You: A Handbook for the Concerned Rural Texas, 6*  
*Directory of Dallas County Foundations, 8*  
*Directory of Tarrant, Denton, Wise, Parker, Hood & Johnson County Grantmakers, 9*  
*Directory of Texas Foundations, 9*  
*Grant Writing Seminar, 16*  
*Health Funding Options for Rural Communities, 19*  
*Texas Public Policy Handbook: A Guide to the Texas Legislative Process, 36*

## **Volunteerism**

*101 Ideas for Volunteer Programs, 1*  
*101 Tips for Volunteer Recruitment, 1*  
*Accent on Recognition: Saying Thank You to Donors and Volunteers, 1*  
*Beyond Banquets, Plaques & Pins: Creative Ways to Recognize Volunteers, 4*  
*The Board's Role in Effective Volunteer Involvement, 5*  
*Fostering Volunteer Programs in the Public Sector: Planning, Initiating, and Managing Voluntary Activities, 12*  
*Handling Problem Volunteers, 19*  
*Lady Bountiful Revisited: Women, Philanthropy, and Power, 23*  
*Megatrends & Volunteerism: Mapping The Future Of Volunteer Programs, 25*  
*No Surprises: Controlling Risks in Volunteer Programs, 26*  
*Pass It on Volunteer Recruitment Manual: Outreach to African-American, Latino/A and Other Diverse Populations, 29*  
*Proof Positive: Developing Significant Volunteer Record Keeping Systems, 30*  
*Recruiting Volunteers for Difficult or Long-Term Assignments, 31*  
*Secrets of Motivation: How to Get and Keep Volunteers and Paid Staff, 33*  
*Training Volunteers for Community Service: The Step-by-Step Guide of the Shanti National Training Institute, Volunteer Management: Mobilizing All the Resources of the Community, 37*  
*The Volunteer Recruitment Book, 37*  
*Volunteerism in an Aging Society, 37*

## **Women**

*Directory of Financial AIDS for Women, 8*  
*The Guide to Resources on Women and AIDS, 18*  
*Guide to Selected HIV Services and Materials for Women, 18*  
*Lady Bountiful Revisited: Women, Philanthropy, and Power, 23*  
*Reinventing Fundraising: Realizing the Potential of Women's Philanthropy, 32*

## **Youth**

*The Adolescent & Young Adult Fact Book, 1*  
*Adolescent Pregnancy in the South: A Mandate for Leadership, 1*  
*Adolescent Pregnancy Prevention: A Guidebook for Communities, 1*  
*Adolescents at Risk: Prevalence and Prevention, 2*  
*An Advocate's Guide to Improving Education, 2*  
*Conflict Resolution Education: A Guide to Implementing Programs in Schools, Youth-Serving Organizations, and Community and Juvenile Justice Settings, 7*  
*Funders' Guide Manual: A Guide to Prevention Programs in Human Services - Focus on Children and Adolescents, 14*  
*Grant\$ for Children and Youth, 16*  
*Improving Health Programs For Low-Income Youths, 22*  
*Legal Issues for Alcohol and Other Drug Use Prevention and Treatment Programs Serving High-Risk Youth, 23*  
*OSAP Prevention Monograph: Working with Youth in High-Risk Environments Experiences in Prevention, 28*  
*Parent Training is Prevention: Preventing Alcohol and other Drug Problems Among Youth in the Family, 28*  
*Pass It on Volunteer Recruitment Manual: Outreach to African-American, Latino/A and Other Diverse Populations, 29*  
*Progress and Peril: Black Children in America: A Fact Book and Action Primer, 30*  
*Responding to Drug Use and Violence: Helping People, Families, and Communities, 32*  
*What it Takes: Structuring Interagency Partnerships to Connect Children and Families with Comprehensive Services, 37*